



COUNTY OF LOS ANGELES
invites applications for the position of:

ADMINISTRATIVE SERVICES DIVISION MANAGER

SALARY: \$9,745.58 - \$12,248.15 Monthly
\$116,946.96 - \$146,977.80 Annually

OPENING DATE: 07/01/16

CLOSING DATE: 07/25/16 05:00 PM

POSITION/PROGRAM INFORMATION:



EXAM NUMBER
b1007B

TYPE OF RECRUITMENT
OPEN COMPETITIVE

FILING DATES
07/05/2016 AT 8:00 A.M. - 07/25/2016 AT 5:00 P.M.

SPECIAL SALARY INFORMATION

MAPP- This position is subject to the provisions of the County's Management Appraisal and Performance Plan (MAPP). Placement within the range will be commensurate with candidate's qualifications and current salary.

DEFINITION:

Directs a division, composed of multiple sections, responsible for providing professional administrative services, which directly impact major departmental programs and administrative operations; ensures departmental compliance with local, County, State and federal laws and regulations associated with the administrative functions under their direction.

CLASSIFICATION STANDARDS:

Positions allocable to this management level class are typically located in the central administrative office of line departments, receive administrative direction from a higher level manager and are responsible for managing, through subordinate managers, a division composed of multiple sections responsible for providing professional administrative services in such areas as human resources, contracts, budget, finance and other closely related administrative functional areas which significantly impact the department's ability to accomplish its mission. Assignments require the use of care and discretion in the handling of confidential and sensitive information used to make decisions which significantly impact departmental programs and administrative operations, or make recommendations to management concerning the acquisition and use of significant resources.

Knowledge: Incumbents in these positions must apply a thorough knowledge of management concepts and principles, departmental organizational structures, functions, programs, policies, goals and objectives, at a level sufficient to plan, organize, direct, coordinate, and evaluate all facets of the administrative functional area they are responsible for managing; integrate the activities of their division with departmental programs and operations; advise executive management on the establishment of policies, objectives, and short- and long-term strategic goals; and represent the department on sensitive matters associated with their administrative functional areas.

Supervisory Controls: Assignments are received in terms of broad departmental objectives and policies, with incumbents exercising responsibility for defining objectives specific to their assigned division, as well as planning the division's work. Completed work is reviewed in terms of compatibility with broader departmental objectives, fulfillment of specific division objectives, and feasibility and effectiveness of recommendations.

Guidelines: Incumbents make decisions based on broadly stated, non-specific guidelines, (e.g., general policy statements and basic laws, etc.) which require incumbents to exercise a high degree of professional judgment in interpreting and adapting these guidelines in ways which both support the accomplishment of departmental objectives and goals, and simultaneously achieve compliance with applicable rules, regulations and standards.

Complexity: Work requires detailed, continuous, long-term planning and coordination to align division objectives and goals with broader departmental objectives and strategic planning efforts, as well as extensive efforts to coordinate and integrate the work of the division with departmental programs and operations.

Impact: Completed work has a direct and substantial impact on the department's ability to carry out its overall mission; completed work also influences internal and external operations and large numbers of people.

Probationary Period: The probationary period for this class, as authorized per Civil Service Rule 12.02, will be 12 months. Newly appointed employees to this class who have not completed the formal supervisory training course offered by the County's Department of Human Resources will be automatically enrolled into the earliest available course.

ESSENTIAL JOB FUNCTIONS:

Manages, through subordinate section managers, the operations and activities of contracting staff performing contract development and contract administration functions to obtain a variety of contract services.

Advises and consults with executive management on the awarding of contracts; directs the preparation, development, and periodic updating of departmental contracting plans and recommends adoption by departmental management.

Analyzes or directs the analysis of laws, regulations and other provisions, such as the County Code and Proposition A; provides interpretations of such laws, regulations and provisions to departmental management.

Represents the department to the Board of Supervisors and to current and potential contractors on issues related to the contracting process, including appeals; meets and confers with contractors to ensure compliance with contract requirements and to obtain certification where appropriate concerning compliance with Affirmative Action regulations, minimum wage requirements, performance bonds and insurance certificates.

Prepares and/or directs the preparation of, and reviews, a variety of highly sensitive and/or confidential documents such as sole source solicitations, requests to increase contract maximum amounts, and correspondence to obtain approval for service acquisitions.

REQUIREMENTS:

SELECTION REQUIREMENTS:

Option I: Five (5) years of experience managing, through subordinate supervisors, a section* of administrative professionals primarily at the level of a journey analyst** or higher within one or more of the following administrative fields: human resources, budget, finance, contracts or other closely-related administrative field. -or-

Option II: Five (5) years of experience directly supervising a unit of administrative professionals primarily at the level of a senior analyst*** or higher, within one or more of the following administrative fields: human resources, budget, finance, contracts or other closely-related administrative field.

*Note: *For a fuller description of work which involves managing, through subordinate supervisors, a section of administrative professionals primarily at the level of journey analyst or higher, refer to Los Angeles County's Administrative Services Manager III class.*

****Journey-level analyst work involves the independent performance of work assignments which require the use of sound professional judgment, initiative and creativity in identifying and selecting research and analytical methods and techniques to address and resolve complex, controversial, and/or sensitive problems related to administrative functions such as human resources, budget, finance, or contracts.**

Note: For a fuller description of journey-level analytical work, refer to Los Angeles County's Administrative Services Manager I class.

*****Senior-level analyst work involves functioning in a lead or project management capacity with responsibility for providing guidance and direction to staff on the most specialized, complex, and difficult analytical assignments which impact major departmental programs and administrative operations, or in central agency departments, where they are responsible for providing consultation and guidance to management in County line departments on highly complex issues and problems associated with their area of expertise.**

Note: For a fuller description of senior-level analyst work, refer to Los Angeles County's Administrative Services Manager II class.

LICENSE:

A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

PHYSICAL CLASS:

Positions within this class require light physical effort that may include occasional light lifting to a 10 pound limit and some bending, stooping, or squatting. Considerable ambulation may be involved.

DESIRABLE QUALIFICATIONS:

- Bachelor's degree or higher with a concentration in Contract Management.
- Possess a certification in contract management issued by the Department of Human Resources Training Academy.
- Possess a certification in contract management issued by the National Contract Management Association or an accredited college/university.

ADDITIONAL INFORMATION:

EXAMINATION CONTENT

Part I: Qualifying evaluation of training and experience based upon application information, desirable qualifications and supplemental questions. Applicants must achieve a 70% on Part I in order to advance to Part II.

Part II: An interview weighted 100%. The interview will assess education, experience, personal fitness and general knowledge and abilities to perform the duties of the position.

Candidates must achieve a passing score of 70% or higher on the interview in order to be placed on the eligible list.

ELIGIBILITY INFORMATION

The names of candidates receiving a passing grade in the examination will be placed on the eligible list in the order of their score group for a period of twelve (12) months following the date of promulgation.

SPECIAL INFORMATION

Past and present mental health clients and family members are encouraged to apply.

AVAILABLE SHIFT

Appointees may be required to work any shift, including evenings, nights, weekends and holidays.

VACANCY INFORMATION

The eligible list for this examination will be used to fill a vacancy in the Department of Mental Health.

APPLICATION AND FILING INFORMATION

Applicants are required to complete and submit an online Los Angeles County Employment Application AND Supplemental Questionnaire in order to be considered for this examination. Paper applications, resumes, or any unsolicited documents will not be accepted in lieu of completing the online application and Supplemental Questionnaire. We must receive your application by 5:00 pm, PST, on the last day of filing.

INSTRUCTIONS FOR FILING ONLINE

Apply online by clicking on the green "Apply" button at the top right of this posting.

Applicants must complete and submit their online applications and upload required documents (e.g. diploma, resume, etc.) as attachment(s) during application submission or send by email to exams@dmh.lacounty.gov within 15 calendar days from date of application submission. Indicate the Exam Title on the subject line when sending required documents by email.

*In order to receive credit for any college course work, or any type of college degree, such as Bachelor's, or Master's degree, or for completion of a certificate program, you must include a legible copy of the official diploma, official transcripts, or official letter from the accredited institution which shows the area of specialization; or official certificates with your application at the time of filing or within 15 calendar days of filing.

The acceptance of your application will depend on whether you have clearly shown that you meet the Selection Requirements. Your online application must show complete license, education and work experience information necessary to evaluate your qualifications. License information section must show title of license, license number, original date of issue, and expiration date. Education information section must include name and address of school attended, complete dates attended, name of course/s taken, number of units earned, and degree/s earned. Work experience section must include job title, employer name and address, name of work area/facility, actual payroll title held and not the working and/or functional titles, from/to dates of employment including month, day and year, total number of months, total number of hours worked per week - not a range of hours (full or part-time), and complete and detailed description of related job duties. If range of hours is provided, experience will be prorated based on the

lowest number of hours worked per week. LIST separately each job experience to be evaluated.

All information is subject to verification. Applicants may be rejected at any stage of the selection process.

SOCIAL SECURITY NUMBER LANGUAGE

All applicants must enter a valid social security number at the time of filing. Entering anything other than a valid social security number (i.e. 000-00-0000, 111-11-1111, etc.) will result in an automatic rejection of your application.

COMPUTER AND INTERNET ACCESS AT LIBRARIES

For candidates who may not have regular access to a computer or the internet, applications can be completed on computers at public libraries throughout Los Angeles County.

NO SHARING USER ID AND PASSWORD

All applicants must file their applications online using their own user ID and password. Using a family member or friend's user ID and password may erase a candidate's original application record.

DEPARTMENT CONTACT

Department Contact Name: Celia Yeung, Exam Analyst
Department Contact Phone: 213-972-7038 or 213-972-7034
Department Contact Email: exams@dmh.lacounty.gov

ADA Coordinator Phone: 213-972-7034

Teletype Phone: 800-735-2922

California Relay Services Phone: 800-735-2922

COUNTY OF LOS ANGELES Employment Information

Any language contained in the job posting supersedes any language contained below.

Your Responsibilities:

1. Completing Your Application:

- Before submission of the application, it is your responsibility to ensure that all information provided is correct and complete on the application. Incomplete applications cannot be accepted.
- Please list separately the PAYROLL TITLE for each job. Do not group your experience. Specify the beginning and ending dates for each job. If you are a County employee and have been promoted, do NOT list all of your time with the County under your present payroll title.
- Your Social Security Number must be included for record control purposes. Federal law requires that all employed persons have a Social Security Number.
- To receive APPROPRIATE CREDIT, include a copy of your diploma, transcript, certificate, or license as directed on the job posting.

2. Minimum or Selection Requirements are listed in the job posting.

- YOUR APPLICATION WILL BE ACCEPTED ONLY IF IT CLEARLY SHOWS YOU MEET THESE REQUIREMENTS. The information you give will determine your eligibility and is subject to verification at any time.
- You must be at least 16 years of age at the time of appointment unless other age limits are stated on the job posting. The Federal Age Discrimination in Employment Act (ADEA) of 1967, as amended, prohibits discrimination on the basis of age for any individual over age 40.
- Your experience may be paid or unpaid unless the job posting states otherwise. Experience is evaluated on the basis of a verifiable 40-hour week.

Social Security Act of 2004: Section 419 (c) of Public Law 108-203, the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security. The County of Los Angeles does not participate in the Social Security System. All newly hired County of Los Angeles employees must sign a statement (Form SSA-1945) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit entitlement. For more information on Social Security and about each provision, you may visit the website www.socialsecurity.gov, or call toll free 1-800-772-1213. Persons who are deaf or hard of hearing may call the TTY number 1-800-325-0778 or contact a local Social Security office.

Record of Convictions: As part of the selection process you may be required to complete and submit a Candidate Conviction History Questionnaire (CCHQ). PLEASE DO NOT SUBMIT THE CCHQ WITH YOUR APPLICATION, unless instructed to do so. A full disclosure of all convictions is required, when requested. Failure to disclose convictions will result in disqualification. Not all convictions constitute an automatic bar to employment. Factors such as your age at the time of the offense(s), and the recency of offense(s) will be taken into account, as well as the relationship between the offense(s) and the job(s) for which you apply. However, any applicant for County employment who has been convicted of workers' compensation fraud is automatically barred from employment with the County of Los Angeles (County Code Section 5.12.110). ANY CONVICTIONS OR COURT RECORDS WHICH ARE EXEMPTED BY A VALID

COUNTY OF LOS ANGELES
Employment Information

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COURT ORDER DO NOT HAVE TO BE INCLUDED.

3. Application Deadline:

a. All job applications must be completed and submitted by the last day of the filing period and closing time indicated on the job posting. Job postings with an open continuous filing period are subject to closure without prior notice. It is to your advantage to file your application early and not wait until the last allowable date and time as you will not be able to apply once the filing period has closed.

b. Applications for positions designated "Apply in Person" must be filed in person at the address provided on the job posting.

4. Change of Name or Address:

To change personal information such as your name or address, log into your profile and make the necessary change. This can be done at any time.

5. Promotional Examinations:

a. Some of your experience may have been in a position in which such work is not typically performed. If such experience is permitted as indicated on the job posting, a signed Verification of Experience Letter (VOEL) signed by your department's Human Resources Office must be attached to your application unless otherwise stated on the job posting.

b. If indicated on the job posting, permanent employees who have COMPLETED THEIR INITIAL PROBATIONARY PERIOD AND HOLD A QUALIFYING PAYROLL TITLE may file for promotional examinations if they are within six months of meeting the experience requirements by the last day of filing or at the time of filing for open continuous exams.

6. Equal Employment Opportunity/Non-Discrimination Policy:

a. It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, color, religion, sex, national origin, age, sexual orientation or disability.

b. If you require material in an ALTERNATE FORMAT or are an individual requesting REASONABLE ACCOMMODATION(S) in the examination process for a physical or mental disability, please CONTACT THE AMERICANS WITH DISABILITIES ACT (ADA) COORDINATOR LISTED ON THE JOB POSTING. The provision of reasonable accommodation may be subject to verification of disability as allowable with State and Federal law. All disability-related information will remain confidential.

Disclaimer: The County of Los Angeles is not responsible or in any way liable for any computer hardware or software malfunction which may affect the employment application or the application selection process.

You assume all responsibility and risk for the use of this system and the Internet generally. This system and the information provided on it are provided on an "as is"

For more information regarding convictions that are not subject to disclosure, please refer to the CCHQ from the link below:

http://file.lacounty.gov/dhr/CCHQ_2014.pdf

Americans with Disabilities Act of 1990: All positions are open to qualified men and women. Pursuant to the Americans with Disabilities Act of 1990, persons with disabilities who believe they need reasonable accommodation, or help in order to apply for a position, may contact the ADA/Personnel Services for Disabled Persons Coordinator. Hearing impaired applicants with telephone teletype equipment may leave messages by calling the teletype phone number on the job posting. The County will attempt to meet reasonable accommodation requests whenever possible.

Veteran's Credit: In all open competitive examinations, a veteran's credit of 10 percent of the total credits specified for such examinations will be added to the final passing grade of an honorably discharged veteran who served in the Armed Forces of the United States under any of the following conditions: During a declared war; -or- During the period April 28, 1952 through July 1, 1955; -or- For more than 180 consecutive days, other than for training, any part of which occurred after January 31, 1955, and before October 15, 1976; -or- During the Gulf War from August 2, 1990 through January 2, 1992; -or- For more than 180 consecutive days, other than for training, any part of which occurred during the period beginning September 11, 2001, and ending on August 31, 2010 the last day of Operation Iraqi Freedom; -or- In a campaign or expedition for which a campaign medal or expeditionary medal has been authorized and awarded. Any Armed Forces Expeditionary medal or campaign badge, including El Salvador, Lebanon, Grenada, Panama, Southwest Asia, Somalia, and Haiti qualifies for credit.

A campaign medal holder or Gulf War veteran who originally enlisted after September 7, 1980 (or began active duty on or after October 14, 1982, and has not previously completed 24 months of continuous active duty) must have served continuously for 24 months or the full period called or ordered to active duty.

This also applies to the spouse of such person who, while engaged in such service was wounded, disabled or crippled and thereby permanently prevented from engaging in any remunerative occupation, and also to the widow or widower of any such person who died or was killed while in such service. A DD214, Certificate of Discharge or Separation from Active Duty, or other official documents issued by the branch of service are required as verification of eligibility for Veterans preference. Applicants must submit the documentation for each open competitive exam to qualify for veteran's credit.

COUNTY OF LOS ANGELES
Employment Information

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and "as available" basis without warranties of any kind, either express or implied. No advice or information given by the County of Los Angeles or its respective employees shall modify the foregoing or create any warranty.

The County of Los Angeles expressly disclaims any warranty that the information on this system or on the Internet generally will be uninterrupted or error free or that any information, software or other material accessible from the system is free of viruses or other harmful components. You shall have no recourse against the County of Los Angeles as the system provider for any alleged or actual infringement of any proprietary rights a user may have in anything posted or retrieved on our system.

The County of Los Angeles shall not be liable for any direct, indirect, punitive, incidental, special or consequential damages arising out of or in any way connected with the use of this system or with the delay or inability to use it (or any linked sites), or for any information obtained through this system, or otherwise arising out of the use of this system, the Internet generally or on any other basis.

NOTE: Your application is submitted using Secure Encryption to ensure the privacy of all information you transmit over the Internet.

By accepting the Use Disclaimer set forth here, you agree to all of the above terms and further agree to use this Online Job Employment Application System only for the submission of bona fide employment applications to the County of Los Angeles. Any other use of this Online Job Employment Application System, including without limitation any copying, downloading, translation, decompiling, or reverse engineering of the system, data, or related software, shall be a violation of the Use Disclaimer.

Benefit Information: Depending on the position, the successful candidate will enroll in a contributory defined benefit pension plan if the candidate is a "new member" of the County's defined benefit plan (LACERA) on or after January 1, 2013 (first employed by the County on or after December 1, 2012) – unless she or he established reciprocity with another public retirement system in which she or he was a member before January 1, 2013. It should be noted that County employees do not pay into Social Security, but do pay the Medical Hospital Insurance Tax portion of Social Security at a rate of 1.45%. The Los Angeles County Employees Retirement Association (LACERA) has reciprocal agreements with several public retirement systems in California.

Employment Eligibility Information: Final appointment is contingent upon verification of U.S. citizenship or the right to work in the United States. Immigration law provides that all persons hired after November 6, 1986, are required to present original documents to the County, within three (3) business days of hiring, which show satisfactory proof of: 1) identity and 2) U.S. employment eligibility.

Los Angeles County Child Support Compliance

Program: In an effort to improve compliance with court-ordered child, family and spousal support obligations, certain employment and identification information (i.e., name, address, Social Security number and date of hire) is regularly reported to the State Directory of New Hires which may assist in locating persons who owe these obligations. Family Code Section 17512 permits under certain circumstances for additional employment and identifying information to be requested. Applicants will not be disqualified from employment based on this information.

The California Fair Employment and Housing Act (Part 2.8 commencing with Section 12900 of Division 3 of Title 2 of the Government Code) and the Regulations of the Fair Employment and Housing Commission (California Code of Regulations, Title 2, Division 4, Sections 7285.0 through 8504) prohibits employment discrimination based on race or color; religion; national origin or ancestry, physical disability; mental disability or medical condition; marital status; sex or sexual orientation; age, with respect to persons over the age of 40; and pregnancy, childbirth, or related medical conditions.

Test Preparation: Study guides and other test preparation resources may be accessed through the Department of Human Resources website at: <http://hr.lacounty.gov>. Additional test preparation resources may be listed on the job posting.

Accreditation Information: Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services or the Association of International Credential Evaluators, Inc. (AICE).

**ADMINISTRATIVE SERVICES DIVISION MANAGER
Supplemental Questionnaire**

- * 1. The information you provide on this supplemental questionnaire will be evaluated and used to determine your eligibility to participate in the next phase of the examination process. Please be as specific as possible and include all information as requested. Comments such as "see resume or application" will not be considered as a response. Please note that all information is subject to verification at any time in the examination and hiring process. Falsification of any information may result in disqualification or dismissal. I UNDERSTAND THE ABOVE INFORMATION AND INSTRUCTIONS.
- ☐ YES
- * 2. Do you have five years of experience managing, through subordinate supervisors, a section of administrative professionals primarily at the level of a journey analyst or higher?
- ☐ YES
☐ NO
- * 3. Do you have five years of experience directly supervising a unit of administrative professionals primarily at the level of a senior analyst or higher, within one or more of the following administrative fields: human resources, budget, finance, contracts or other closely-related administrative field?
- ☐ YES
☐ NO
- * 4. Please indicate your years of experience managing through subordinate supervisors, a section* of administrative professionals primarily at the level of a journey analyst.
- ☐ No experience
☐ 4 to less than 5 years
☐ 5 to less than 6 years
☐ 6 or more years
- * 5. Please indicate years of experience directly supervising a unit of administrative professionals primarily at the level of a senior analyst or higher, within one or more of the following administrative fields: human resources, budget, finance, contracts or other closely-related administrative field.
- ☐ No experience
☐ 4 or less than 5 years
☐ 5 or less than 6 years
☐ 6 or more years
- * 6. Indicate your experience within the following administrative fields.
- ☐ Human Resources
☐ Budget
☐ Finance
☐ Contract
☐ Other closely-related administrative field
- * 7. Describe your experience managing, through subordinate supervisors, a section of administrative professionals primarily at the level of a journey analyst or higher within one or more of the following administrative fields: human resources, budget, finance, contracts or other closely-related administrative field.

Each response must include the following information. Credit will not be given if required information for evaluation is incomplete. If you do not possess this experience, type "No Related Experience."

EMPLOYER/COUNTY DEPARTMENT AND DIVISION, SECTION OR UNIT

PAYROLL TITLE

COMPLETE DATES OF CLAIMED EXPERIENCE (BEGINNING/ENDING)

NUMBER OF ADMINISTRATIVE PROFESSIONALS STAFF SUPERVISED

LIST THE POSITION TITLES OF YOUR ADMINISTRATIVE PROFESSIONALS STAFF

COMPLETE DESCRIPTION OF DUTIES

- * 8. Describe your experience directly supervising a unit of administrative professionals primarily at the level of a senior analyst or higher, within one or more of the following administrative fields: human resources, budget, finance, contracts or other closely-related administrative field.

Each response must include the following information. Credit will not be given if required information for evaluation is incomplete. If you do not possess this experience, type "No Related Experience."

EMPLOYER/COUNTY DEPARTMENT AND DIVISION, SECTION OR UNIT

PAYROLL TITLE

COMPLETE DATES OF CLAIMED EXPERIENCE (BEGINNING/ENDING)

NUMBER OF ADMINISTRATIVE PROFESSIONALS STAFF SUPERVISED

LIST THE POSITION TITLES OF YOUR ADMINISTRATIVE PROFESSIONALS STAFF

COMPLETE DESCRIPTION OF DUTIES

- * 9. Do you possess a Bachelor's degree or higher with a concentration in Contract Management?

Please attach a legible copy to your application or within 15 calendar days of filing.

- ☐ YES
☐ NO

- * 10. Do you possess a certification in contract management issued by the Department of Human Resources Training Academy?

Please attach a legible copy to your application or within 15 calendar days of filing.

- ☐ YES
☐ NO

- * 11. Do you possess a certification in contract management issued by the National Contract Management Association or an accredited college/university?

Please attach a legible copy to your application or within 15 calendar days of filing.

- ☐ YES
☐ NO

- * Required Question



COUNTY OF LOS ANGELES
invites applications for the position of:

ADMINISTRATIVE SERVICES MANAGER I

SALARY: \$5,727.92 - \$7,512.74 Monthly
\$68,735.04 - \$90,152.88 Annually

OPENING DATE: 07/01/16

CLOSING DATE: 07/18/16 05:00 PM

POSITION/PROGRAM INFORMATION:



TYPE OF RECRUITMENT

INTERDEPARTMENTAL PROMOTIONAL OPPORTUNITY

EXAM NUMBER

R1002A

APPLICATION FILING PERIOD

Tuesday, July 5, 2016 @ 8:00 a.m. through Monday, July 18, 2016 @ 5:00 p.m. (PST)

RESTRICTED TO PERMANENT EMPLOYEES OF THE COUNTY OF LOS ANGELES WHO HAVE SUCCESSFULLY COMPLETED THEIR INITIAL PROBATIONARY PERIOD AND MEET THE QUALIFYING REQUIREMENTS.

Current employees in the unclassified service who meet the following criteria also qualify to participate in this exam:

- Unclassified employees who have attained permanent County status on a classified position by successful completion of the initial probationary period, with no break in service since leaving the classified service.
- Full-time employees in the unclassified service with at least six months of full-time experience in the unclassified service at the time of filing.

Verification of Experience Letters (VOEL) will not be required. Experience performing duties that applicants believe are inconsistent with their official payroll title will be evaluated for this examination; all information included in the application material, including information describing your assigned duties, will be evaluated to determine qualification. **OUT-OF-CLASS EXPERIENCE** will be accepted for this examination.

Withhold Information:

Permanent employees who have completed their initial probationary period and hold a qualifying payroll title may file for this examination if they are within six months of meeting the experience requirements by the last day of filing. However, the names of such employees will be withheld from the certification list until the required experience is fully met. **APPLICANTS WHO ARE WITHIN SIX MONTHS OF MEETING THE SELECTION REQUIREMENTS WHILE WORKING OUT-OF-CLASS WILL NOT BE PLACED ON WITHHOLD.**

NOTE: The last two paragraphs above supersede item #5 about Promotional Examinations under 'Employment Information' in the job bulletin.

DEFINITION:

Independently performs a full range of difficult to complex analytical assignments and makes recommendations on complex issues which directly impact departmental programs and administrative operations, and which may be of a confidential or sensitive nature.

CLASSIFICATION STANDARDS:

Positions allocable to this journey-level analyst class are typically located in central administrative departments or the central administrative office of a line department, receive general supervision from a higher-level supervisor or manager and are responsible for independently carrying out a full range of difficult to complex analytical assignments within one or more administrative functional areas. Some positions may require incumbents to lead or supervise a unit of lower-level analysts. Assignments require the use of discretion and care in the handling of confidential and sensitive information used to support management decisions, as well as professionalism and tact in dealing with individuals such as higher-level staff members, managers, and professionals from other organizations on sensitive or controversial issues of considerable consequence or importance.

Incumbents are responsible for carrying out work assignments which require the use of sound professional judgment, initiative and creativity in identifying and selecting research and analytical methods and techniques to address and resolve complex, controversial, and/or sensitive problems related to administrative functions such as human resources, contracts, budget, finance, and other closely related, sensitive and confidential administrative functional areas. Work tends to be covered by a wide variety of principles, policies, rules, practices, precedents and guidelines; incumbents are expected to use judgment in interpreting and adapting application of these provisions in the analysis of specific cases. Recommendations have significant impact on higher-level staff and management decisions. Incumbents in supervisory positions are responsible for providing full administrative and technical supervision to lower-level staff.

Assignments are made in terms of overall objectives and resources available, with the incumbent and supervisor working in consultation to develop deadlines, the scope of assignments and expected results. Incumbents are responsible for applying a detailed understanding of the various principles, concepts, methods, and techniques applicable to their functional area in planning and carrying out their assignment, resolving issues and conflicts that emerge, and keeping the supervisor informed of progress and potentially controversial matters identified. Completed work is evaluated in terms of soundness of approach, overall quality and results in meeting objectives and feasibility of recommendations made.

These positions differ from those belonging to the lower-level Management Analyst class in that, although incumbents in the latter class may perform some complex analytical assignments, the majority of the work consists of a variety of recurring to moderately complex assignments, while positions within the Administrative Services Manager I class predominantly perform a full range of difficult to complex analytical assignments. In addition, some positions in the Administrative Services Manager I class lead or supervise lower-level analysts performing less complex analytical assignments.

ESSENTIAL JOB FUNCTIONS:

DUTIES AND RESPONSIBILITIES:

All Positions

Conducts complex and sensitive research assignments requiring locating and gathering of data from multiple sources and interpretation of often conflicting and ambiguous data to reach sound conclusions; identifies research problems and challenges, determines analytical techniques appropriate to an assignment's purpose; develops statistical and information-gathering processes to ensure quality, integrity, validity, and relevance of data obtained for analysis and decision making purposes.

Compiles information by grouping and/or categorizing the information (e.g., in tables, spreadsheets, data files) in meaningful ways in order to facilitate meeting specific analytical requirements.

Uses qualitative and/or quantitative analytical methods in order to identify issues, summarize findings and draw fact-based conclusions often based upon large amounts of information.

Analyzes complex operational, financial, program and other issues and makes recommendations on appropriate courses of action; participates in the development of options and positions that meet objectives and best balance the interests of various stakeholders; develops and/or recommends the development of programs or policies to address problems or improve operations by applying the results of research and analysis of pertinent information in order to ensure the highest likelihood of success.

Prepares a variety of documents (e.g., reports, business correspondence, memoranda) often of a highly sensitive nature requiring the exercise of organizational acumen; uses appropriate software programs (e.g., word processing, desktop publishing, presentation) to create materials in a variety of formats and approaches in order to effectively communicate information to various audiences (e.g., departmental personnel, members of the public, governing boards).

Interacts with a variety of individuals (e.g., vendors, managers, representatives of external

agencies/organizations) often on sensitive and confidential issues; participates in meetings to make presentations, provide advice and/or consultation services, resolve conflicts, mediate disputes, and negotiate agreements; coordinates activities with County central agency and departmental staff, contractors, consultants, outside agencies, etc., to ensure that programs are successfully implemented.

Monitors processes and programs by gathering and analyzing relevant information in order to ensure that processes are capable and stable, and programs are proceeding as planned; monitors emerging issues and concerns in order to develop timely, proactive responses.

Evaluates the effectiveness of various programs by comparing program outcomes to program goals in order to determine whether to continue, modify, or discontinue programs.

Performs various administrative duties (e.g., creating and maintaining files; formatting standard documents; receiving, processing, and routing documents) by appropriately applying Federal and State laws, County and local ordinances, and departmental policies and procedures in order to ensure all work done complies with established guidelines and requirements.

Lead Positions

Leads a team/unit of lower-level analysts by providing work guidance and direction to subordinates, and participates in the work of team/unit members; participates in scheduling, assigning and monitoring work of other employees for completeness, accuracy and conformance with departmental standards; provides information, instruction and training on work processes; provides input to supervisor on employee work performance and behaviors; estimates personnel, equipment and material requirements for assigned jobs.

Supervisory Positions

Plans, organizes, assigns, and evaluates the work of a unit of lower-level analysts; with staff, develops, implements and monitors work plans to achieve assigned unit objectives; provides input and monitors performance; participates in developing, implementing and evaluating plans, processes and procedures to achieve established goals and objectives in accordance with department standards.

Interviews, participates in selecting new unit staff; establishes performance requirements and personal development targets; regularly monitors performance and provides training, coaching and mentoring for performance improvement; recommends performance recognition when warranted; subject to management concurrence, takes disciplinary action in accordance with County policies.

EXAMPLE OF DUTIES:

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

Human Resources:

Prepares and presents cases for Civil Service or Employee Relations hearings by interviewing witnesses, assembling evidence, analyzing information, developing a strategy of presentation, preparing written and oral arguments, briefs, and motions and examining and cross-examining witnesses.

Analyzes and resolves problems concerning personnel needs and formulates various procedures as needed to assure the practical and efficient operation of the personnel office.

Initiates and develops recruitment programs, including advertising, contact with public and private agencies and organizations, and liaison with other county departments.

Provides advice and instruction to departmental managers in matters relating to departmental policies and procedures, disciplinary action, writing proper performance evaluations, techniques for correcting specific behavior or performance problems, and the application of Civil Service Rules.

Plans, directs and reviews the work of a small personnel unit responsible for such functions as the conduct of departmental examinations, classification studies or other personnel operations.

Contracts:

Conducts complex contracting feasibility and cost analysis studies of various departmental operations; prepares reports detailing findings and makes recommendations.

Performs or administers contract solicitations, develops specifications and/or scope of work, develops and prepares solicitation packages, participates in the proposal/bid evaluation process, and prepares documentation to support contract recommendations for a variety of contracted services.

Negotiates, or participates in the negotiation of highly complex, legal and operational terms, requirements, and conditions for contract awards and modifications; prepares related documents including contracts, amendments and letter agreements.

Conducts complex legal research in applicable laws and regulations, reviews pending legislation, analyzes

impact to department contracting efforts, and confers with County attorneys to formulate recommendations.

Prepares letters and memos to the Board of Supervisors recommending contract awards.

Advises line operations in identifying contractual and funding problems, and in resolving differences with contractors.

Formulates and recommends procedures and policies for contract development, and designs forms and other tools to aid in contract development.

Conducts review of contractor compliance with such requirements as licensures, insurance, Living Wage Ordinance and Jury Duty Ordinance.

Budget/Finance and other closely related administrative functional areas:

Supervises a small administrative staff responsible for assisting in the preparation of the departmental budget.

**REQUIRED COMPETENCIES AND QUALIFICATION STANDARDS -
GENERAL COMPETENCIES:**

Knowledge:

Customer and Personal Service - Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

Administration and Management - Knowledge of business and management principles involved in strategic planning, resource allocation, and coordination of people and resources.

Clerical - Knowledge of administrative and clerical procedures and systems such as managing files and records, designing standard forms, and other general office procedures and terminology.

English Language - Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Skills:

Critical Thinking - Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

Judgment and Decision Making - Considering the relative costs and benefits of potential actions to choose the most appropriate one.

Mathematical Reasoning - The ability to choose the right mathematical methods or formulas to solve a problem.

Active Listening - Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

Coordination - Includes planning, scheduling, organizing, prioritizing, and monitoring work activities by utilizing resources (both human and material) to their fullest and aligning work plans with departmental goals.

Time Management - Managing one's own time and the time of others.

Instructing - Teaching others how to do something.

Monitoring - Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.

Quality Control Analysis - Conducting tests and inspections of products, services, or processes to evaluate quality or performance.

Reading Comprehension - Understanding written sentences and paragraphs in work related documents.

Abilities:

Oral Comprehension - The ability to listen to and understand information and ideas presented through spoken words and sentences.

Oral Expression - The ability to communicate information and ideas in speaking so others will understand.

Written Expression - The ability to communicate information and ideas in writing so others will understand.

Reasoning - The ability to apply the rules of logic when synthesizing a variety of information to identify a problem or reach a workable decision, resolution, or recommendation.

Information Ordering - The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).

SPECIALTY COMPETENCIES:

In addition to the general knowledge requirements listed above, individuals must also possess additional knowledge specific to their specialty area:

Contracts:

County Contracting Authority and Terms and Conditions - Includes knowledge of how to identify and select sources of authority for the County of Los Angeles (e.g., the Board of Supervisors, The County's Purchasing Agent, department heads), knowledge of Proposition A, knowledge regarding legally required contract provisions, knowledge of legally required and Board of Supervisors mandated contract provisions, etc.

Contracting Strategy and Planning - Includes knowledge of the key components of the strategy and planning process, knowledge of the concept of risk as it pertains to contracts, knowledge of how to define the scope of a project and identify requirements to ensure successful contract development, etc.

Creating a Solicitation - Includes knowledge of how to structure solicitations (e.g., the six stages of solicitation, themes of the solicitation process, considerations in the approach to solicitation), knowledge about when and how to prepare materials (e.g., RFSOs, RFPs, SOOs), knowledge regarding the evaluation process (e.g., how to select evaluation committee members, the creation of business requirements, evaluation requirements), knowledge of how to appropriately structure the solicitation response (e.g., facilitating the evaluation, separating cost from function/service, avoiding interpretation of response material), etc.

Managing the Solicitation Process - Includes knowledge of the Contract Analyst's role, knowledge of the role of the project team, knowledge of techniques to exercise control of a project, etc.

The Proposal Evaluation Process - Includes knowledge of the Informed Averaging Evaluation Methodology, knowledge of appropriate evaluation process documentation, knowledge regarding Countywide Protest Policy, etc.

Contract Negotiation and Approval Process - Includes knowledge of the preparation process for contract negotiations, knowledge of contract negotiation principles and processes, knowledge of internal and external review/approval processes, etc.

WORK STYLES:

Dependability - Job requires being reliable, responsible, and dependable, and fulfilling obligations.

Adaptability/Flexibility - Job requires being open to change (positive or negative) and to considerable variety in the work place.

Cooperation - Job requires being pleasant with others on the job and displaying good-natured, cooperative attitude.

Stress Tolerance - Job requires accepting criticism and dealing calmly and effectively with high stress situations.

Integrity - Job requires being honest and ethical.

Concern for others - Job requires being sensitive to others' needs and feelings and being understanding and helpful on the job.

Assertiveness - Job requires a willingness to lead, take charge, and offer opinions and direction.

Persistence - Job requires persistence in the face of obstacles.

Initiative - Job requires a willingness to take on responsibilities and challenges.

Attention to Detail - Job requires being careful about detail and thorough in completing work tasks.

REQUIREMENTS:

MINIMUM REQUIREMENTS:

TRAINING AND EXPERIENCE:

Option 1: A Bachelor's degree from an accredited college or university* **-AND-** Three years of experience

performing analytical assignments, two years of which must have been at the associate analyst level**, primarily researching, analyzing and synthesizing data, as well as making recommendations for resolving administrative or operational problems within one or more of the following administrative fields: human resources, budget, finance, contracts or other closely-related administrative field.

*A Master's degree or higher in Business Administration, Public Administration, Law or closely related field may be substituted for one year of the required experience.

Option 2: Five years of experience performing analytical assignments, two years of which must have been at the associate analyst level**, primarily researching, analyzing and synthesizing data, as well as making recommendations for resolving administrative or operational problems within one or more of the following administrative fields: human resources, budget, finance, contracts or other closely-related administrative field.

LICENSE:

A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

PHYSICAL CLASS:

2 - Light - Positions within this class require light physical effort that may include occasional light lifting to a 10 pound limit and some bending, stooping, or squatting. Considerable ambulation may be involved.

SPECIAL REQUIREMENT INFORMATION:

**Associate analyst level work involves 1.) the independent performance of a variety of routine to moderately complex assignments and/or 2.) under more direct supervision, the performance of complex assignments. Both types of assignments require the use of established research and analytical methods and techniques, as well as sound professional judgment to analyze and resolve problems and issues related to administrative functions such as human resources, budget, finance, contracts and other closely-related administrative functional areas. This level of work is generally assigned to positions in classifications above the entry level classification of the respective series.

Note: For a fuller description of associate-level analytical work, refer to Los Angeles County's Management Analyst classification (Item #1848).

IMPORTANT NOTES:

- Please note that **ALL** information included in the application materials is subject to **VERIFICATION** at any point during the examination and hiring process, including after an appointment has been made.
- FALSIFICATION of any information may result in DISQUALIFICATION.
- Utilizing **VERBIAGE** from Class Specification and Minimum Requirements serving as your description of duties **WILL NOT** be sufficient to meet the requirements. Doing so may result in an **INCOMPLETE APPLICATION** and you may be **DISQUALIFIED**.

ADDITIONAL INFORMATION:

EXAMINATION CONTENT:

This examination will consist of a written test weighted 100% that contains both computerized and paper-and-pencil components covering Reading Comprehension, Data Analysis and Decision Making/Mathematics, Written Expression; Deductive Reasoning; Professional Potential; Achievement; Independence; Influence; Confidence and Optimism; and Reliability.

APPLICANTS MUST MEET THE MINIMUM REQUIREMENTS AND MUST ACHIEVE A PASSING SCORE OF 70% OR HIGHER IN ORDER TO BE PLACED ON THE ELIGIBLE LIST.

NOTE: Applicants may receive notice via email regarding the written test and are responsible for providing a valid email address. Add vsalomon@hr.lacounty.gov and info@governmentjobs.com to your address book and list of approved senders to prevent email notifications from being filtered as spam/junk mail. Scores cannot be given over the telephone.

WRITTEN TESTS ARE NOT REVIEWABLE BY CANDIDATES PER CIVIL SERVICE RULE 7.19.

TRANSFER OF SCORE:

Applicants that have taken identical written test part(s) for other exams within the last 12 months, will have their written test responses for the identical test part(s) automatically transferred to this examination.

This examination contains test parts that may be used in the future for new examinations. Upon acceptance of your application, your scores may be transferred to the new examination and you may not be allowed to retake any identical test part(s) for at least (12) twelve months.

TEST PREPARATION

Study guides and other test preparation resources are available to help candidates prepare for employment tests. An interactive, Online Test Preparation System for taking practice tests may be accessed on the Department of Human Resources website at <http://hr.lacounty.gov/>. Please click on "Find a Job" and then "Job Search Toolkit." Test Preparation Information is located under the "Employment Test Assistance" section. You can also access test preparation for the computerized portion of the test by going to http://www.shldirect.com/practice_tests.html. While the guides will help in preparing for the test, we advise you to review all related materials that you deem necessary.

ELIGIBILITY INFORMATION:

The names of candidates receiving a passing score in the examination will be placed on the eligible list for a period of twelve (12) months.

SELECTIVE CERTIFICATION in accordance with TITLE 5 - PERSONNEL, APPENDIX 1 (Civil Service Rule 11.03) of the Los Angeles County Code, selective certification may be used for some positions that require special skills and/or training. A Selective Certification may be established for the following areas:

1. Human Resources
2. Budget/Finance
3. Contracts

Duties performed in these areas are listed in the job description. Specific knowledge of the specialized functional areas may be the subject of the departmental hiring interview. If you wish to be considered in any areas above, please clearly indicate the specialized experience in your application.

VACANCY INFORMATION:

The eligible list resulting from this examination will be used to fill vacancies in various County departments.

AVAILABLE SHIFT:

Day

APPLICATION AND FILING INFORMATION:

Applications must be filed online only. We must receive your application between July 5, 2016 at 8:00 a.m. (PST) to July 18, 2016 by 5:00 p.m. (PST). Any additional documents, if any, must be received at the time of filing or within fifteen (15) calendar days from application submission. Applications submitted by U.S. Mail, Fax, or in person will not be accepted.

Apply online by clicking on the green "Apply" button at the top right of this posting. You can also track the status of your application using this website.

Provide any relevant job experience in the spaces provided so we can evaluate your qualifications for the job. For each job held, give the name and address of your employer, your job title, beginning and ending dates, number of hours worked per week, description of work performed, and salary earned.

In order to receive credit for **Bachelor's degree**, you must include a legible copy of the official diploma, official transcripts, or official letter from the accredited institution which shows the area of specialization with your application at the time of filing or within fifteen (15) calendar days from application submission.

SOCIAL SECURITY NUMBER:

All applicants MUST enter a valid social security number at the time of filing. Entering anything other than a valid social security (i.e. 000-00-0000, 111-11-1111, etc.) will result in an automatic rejection of your application.

COMPUTER AND INTERNET ACCESS AT PUBLIC LIBRARIES:

For candidates who may not have regular access to a computer or the internet, applications can be completed on computers at public libraries throughout Los Angeles County.

NO SHARING OF USER ID AND PASSWORD:

All applicants must file their application online using their OWN user ID and password. Using a family member or friend's user ID and password may erase a candidate's original application record.

ADA Coordinator Email: adarequests@hr.lacounty.gov

Teletype Phone: (800) 899-4099

Alternate Teletype Phone: (800) 897-0077

California Relay Services Phone: (800) 735-2922

**COUNTY OF LOS ANGELES
Employment Information**

Any language contained in the job posting supersedes any language contained below.

Your Responsibilities:

1. Completing Your Application:

- Before submission of the application, it is your responsibility to ensure that all information provided is correct and complete on the application. Incomplete applications cannot be accepted.
- Please list separately the PAYROLL TITLE for each job. Do not group your experience. Specify the beginning and ending dates for each job. If you are a County employee and have been promoted, do NOT list all of your time with the County under your present payroll title.
- Your Social Security Number must be included for record control purposes. Federal law requires that all employed persons have a Social Security Number.
- To receive APPROPRIATE CREDIT, include a copy of your diploma, transcript, certificate, or license as directed on the job posting.

2. Minimum or Selection Requirements are listed in the job posting.

- YOUR APPLICATION WILL BE ACCEPTED ONLY IF IT CLEARLY SHOWS YOU MEET THESE REQUIREMENTS. The information you give will determine your eligibility and is subject to verification at any time.
- You must be at least 16 years of age at the time of appointment unless other age limits are stated on the job posting. The Federal Age Discrimination in Employment Act (ADEA) of 1967, as amended, prohibits discrimination on the basis of age for any individual over age 40.
- Your experience may be paid or unpaid unless the job posting states otherwise. Experience is evaluated on the basis of a verifiable 40-hour week.

3. Application Deadline:

- All job applications must be completed and submitted by the last day of the filing period and closing time indicated on the job posting. Job postings with an open continuous filing period are subject to closure without prior notice. It is to your advantage to file your application early and not wait until the last allowable date and time as you will not be able to apply once the filing period has closed.
- Applications for positions designated "Apply in Person" must be filed in person at the address provided on the job posting.

4. Change of Name or Address:

To change personal information such as your name or address, log into your profile and make the necessary change. This can be done at any time.

5. Promotional Examinations:

- Some of your experience may have been in a position in which such work is not typically performed. If such experience is permitted as indicated on the job posting, a signed Verification of Experience Letter (VOEL) signed by your department's Human Resources Office must be attached to your application unless otherwise stated on the job posting.
- If indicated on the job posting, permanent employees who have COMPLETED THEIR INITIAL PROBATIONARY PERIOD AND HOLD A QUALIFYING PAYROLL TITLE may file for promotional examinations if they are within six months of meeting the experience requirements by the last day of filing or at the time of filing for open continuous exams.

6. Equal Employment Opportunity/Non-Discrimination Policy:

- It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, color, religion, sex, national origin, age, sexual orientation or disability.
- If you require material in an ALTERNATE FORMAT or are an individual requesting REASONABLE ACCOMMODATION(S) in the examination process for a physical or mental disability, please CONTACT THE AMERICANS WITH DISABILITIES ACT (ADA) COORDINATOR LISTED ON THE JOB POSTING. The provision of reasonable accommodation may be subject to verification of disability as allowable with State and Federal law. All disability-related information will remain confidential.

Disclaimer: The County of Los Angeles is not responsible or in

Social Security Act of 2004: Section 419 (c) of Public Law 108-203, the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security. The County of Los Angeles does not participate in the Social Security System. All newly hired County of Los Angeles employees must sign a statement (Form SSA-1945) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit entitlement. For more information on Social Security and about each provision, you may visit the website www.socialsecurity.gov, or call toll free 1-800-772-1213. Persons who are deaf or hard of hearing may call the TTY number 1-800-325-0778 or contact a local Social Security office.

Record of Convictions: As part of the selection process you may be required to complete and submit a Candidate Conviction History Questionnaire (CCHQ). PLEASE DO NOT SUBMIT THE CCHQ WITH YOUR APPLICATION, unless instructed to do so. A full disclosure of all convictions is required, when requested. Failure to disclose convictions will result in disqualification. Not all convictions constitute an automatic bar to employment. Factors such as your age at the time of the offense(s), and the recency of offense(s) will be taken into account, as well as the relationship between the offense(s) and the job(s) for which you apply. However, any applicant for County employment who has been convicted of workers' compensation fraud is automatically barred from employment with the County of Los Angeles (County Code Section 5.12.110). ANY CONVICTIONS OR COURT RECORDS WHICH ARE EXEMPTED BY A VALID COURT ORDER DO NOT HAVE TO BE INCLUDED.

For more information regarding convictions that are not subject to disclosure, please refer to the CCHQ from the link below:

http://file.lacounty.gov/dhr/CCHQ_2014.pdf

Americans with Disabilities Act of 1990: All positions are open to qualified men and women. Pursuant to the Americans with Disabilities Act of 1990, persons with disabilities who believe they need reasonable accommodation, or help in order to apply for a position, may contact the ADA/Personnel Services for Disabled Persons Coordinator. Hearing impaired applicants with telephone teletype equipment may leave messages by calling the teletype phone number on the job posting. The County will attempt to meet reasonable accommodation requests whenever possible.

Veteran's Credit: In all open competitive examinations, a veteran's credit of 10 percent of the total credits specified for such examinations will be added to the final passing grade of an honorably discharged veteran who served in the Armed Forces of the United States under any of the following conditions: During a declared war; -or- During the period April 28, 1952 through July 1, 1955; -or- For more than 180 consecutive days, other than for training, any part of which occurred after January 31, 1955, and before October 15, 1976; -or- During the Gulf War from August 2, 1990 through January 2, 1992; -or- For more than 180 consecutive days, other than for training, any part of which occurred during the period beginning September 11, 2001, and ending on August 31, 2010 the last day of Operation Iraqi Freedom; -or- In a campaign or expedition for which a campaign medal or expeditionary medal has been authorized and awarded. Any Armed Forces Expeditionary medal or campaign badge, including El Salvador, Lebanon, Grenada, Panama, Southwest Asia, Somalia, and Haiti qualifies for credit.

A campaign medal holder or Gulf War veteran who originally enlisted after September 7, 1980 (or began active duty on or after October 14, 1982, and has not previously completed 24 months of continuous active duty) must have served continuously for 24 months or the full period called or ordered to active duty.

This also applies to the spouse of such person who, while engaged in such service was wounded, disabled or crippled and thereby permanently prevented from engaging in any remunerative occupation, and also to the widow or widower of any such person who died or was killed while in such service. A DD214, Certificate of Discharge or Separation from Active Duty, or other official documents issued by the branch of service are required as verification of eligibility for Veterans preference. Applicants must submit the documentation for each open competitive exam to qualify for veteran's credit.

any way liable for any computer hardware or software malfunction which may affect the employment application or the application selection process.

You assume all responsibility and risk for the use of this system and the Internet generally. This system and the information provided on it are provided on an "as is" and "as available" basis without warranties of any kind, either express or implied. No advice or information given by the County of Los Angeles or its respective employees shall modify the foregoing or create any warranty.

The County of Los Angeles expressly disclaims any warranty that the information on this system or on the Internet generally will be uninterrupted or error free or that any information, software or other material accessible from the system is free of viruses or other harmful components. You shall have no recourse against the County of Los Angeles as the system provider for any alleged or actual infringement of any proprietary rights a user may have in anything posted or retrieved on our system.

The County of Los Angeles shall not be liable for any direct, indirect, punitive, incidental, special or consequential damages arising out of or in any way connected with the use of this system or with the delay or inability to use it (or any linked sites), or for any information obtained through this system, or otherwise arising out of the use of this system, the Internet generally or on any other basis.

NOTE: Your application is submitted using Secure Encryption to ensure the privacy of all information you transmit over the Internet.

By accepting the Use Disclaimer set forth here, you agree to all of the above terms and further agree to use this Online Job Employment Application System only for the submission of bona fide employment applications to the County of Los Angeles. Any other use of this Online Job Employment Application System, including without limitation any copying, downloading, translation, decompiling, or reverse engineering of the system, data, or related software, shall be a violation of the Use Disclaimer.

Benefit Information: Depending on the position, the successful candidate will enroll in a contributory defined benefit pension plan if the candidate is a "new member" of the County's defined benefit plan (LACERA) on or after January 1, 2013 (first employed by the County on or after December 1, 2012) – unless she or he established reciprocity with another public retirement system in which she or he was a member before January 1, 2013. It should be noted that County employees do not pay into Social Security, but do pay the Medical Hospital Insurance Tax portion of Social Security at a rate of 1.45%. The Los Angeles County Employees Retirement Association (LACERA) has reciprocal agreements with several public retirement systems in California.

Employment Eligibility Information: Final appointment is contingent upon verification of U.S. citizenship or the right to work in the United States. Immigration law provides that all persons hired after November 6, 1986, are required to present original documents to the County, within three (3) business days of hiring, which show satisfactory proof of: 1) identity and 2) U.S. employment eligibility.

Los Angeles County Child Support Compliance Program: In an effort to improve compliance with court-ordered child, family and spousal support obligations, certain employment and identification information (i.e., name, address, Social Security number and date of hire) is regularly reported to the State Directory of New Hires which may assist in locating persons who owe these obligations. Family Code Section 17512 permits under certain circumstances for additional employment and identifying information to be requested. Applicants will not be disqualified from employment based on this information.

The California Fair Employment and Housing Act (Part 2.8 commencing with Section 12900 of Division 3 of Title 2 of the Government Code) and the Regulations of the Fair Employment and Housing Commission (California Code of Regulations, Title 2, Division 4, Sections 7285.0 through 8504) prohibits employment discrimination based on race or color; religion; national origin or ancestry, physical disability; mental disability or medical condition; marital status; sex or sexual orientation; age, with respect to persons over the age of 40; and pregnancy, childbirth, or related medical conditions.

Test Preparation: Study guides and other test preparation resources may be accessed through the Department of Human Resources website at: <http://hr.lacounty.gov>. Additional test preparation resources may be listed on the job posting.

Accreditation Information: Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services or the Association of International Credential Evaluators, Inc. (AICE).

APPLICATIONS MAY BE FILED ONLINE AT:
<http://hr.lacounty.gov>

Position #R1002A
ADMINISTRATIVE SERVICES MANAGER I
VS

Los Angeles, CA 90010

ADMINISTRATIVE SERVICES MANAGER I Supplemental Questionnaire

- * 1. The information you provide on this supplemental questionnaire will be evaluated and used to determine your eligibility to participate in the next phase of the examination process. Please be as specific as possible and include all information as requested. Comments such as "see resume or application" will not be considered as a response. Please note that all information is subject to verification at any time in the examination and hiring process. Falsification of any information may result in disqualification or dismissal.

☐ I understand the above information and instructions.

- * 2. Do you have a bachelor's degree or higher from an accredited (see Accreditation Information under Employment Information) college or university?

☐ Yes ☐ No

- * 3. Which of the following best describes your area of specialization for your bachelor's, master's or doctorate degree?
- ☐ Business Administration
 - ☐ Public Administration
 - ☐ Law
 - ☐ Other
 - ☐ None of the Above
4. If you answered YES to Supplemental Question No. 2, please ATTACH/UPLOAD a legible copy of the official diploma, official transcripts, or official letter from the accredited institution with your application at the time of filing or within 15 calendar days from application submission.

- * 5. How many years of experience do you have performing analytical assignments primarily researching, analyzing and synthesizing data, as well as making recommendations for resolving administrative or operational problems?
- ☐ Less than 3 years
 - ☐ 3 years to less than 3 years and 6 months
 - ☐ 3 years and 6 months to less than 4 years
 - ☐ 4 years to less than 4 years and 6 months
 - ☐ 4 years and 6 months to less than 5 years
 - ☐ 5 years or more
 - ☐ No experience.

- * 6. You must describe your experience that supports the response from Supplemental Questionnaire No. 5. Indicate the approximate dates (start/end), position title, department, description of your duties/job experience and scope of responsibility. If you chose "No experience." for Supplemental Question No. 5, then indicate "n/a".

- * 7. How many years of experience do you have performing analytical assignments at the **associate analyst level**?

Associate Analyst level involves the independent performance of a variety of routine to moderately complex assignments and/or under more direct supervision, the performance of complex assignments.

- ☐ 0 to less than 1 year
- ☐ 1 year to less than 1 year and 6 months
- ☐ 1 year and 6 months to less than 2 years
- ☐ 2 years or more
- ☐ No experience.

- * 8. You must describe your experience that supports the response from Supplemental Questionnaire No. 7.

Indicate the approximate dates (start/end), position title, department, description of your duties/job experience and scope of responsibility.

If you chose "No experience" for Supplemental Questionnaire No. 7, then indicate "n/a".

- * 9. What administrative field did you have the experience working at the **associate analyst level**?

- ☐ Human Resources
- ☐ Budget
- ☐ Finance
- ☐ Contracts
- ☐ Closely-related administrative field
- ☐ Other
- ☐ None of the above

- * 10. **SELECTIVE CERTIFICATION** The following questions will be used to gather information about

specific areas of your experience within the administrative fields of human resources, budget, finance, and contracts to determine your eligibility to be placed on the Selective Certification lists. Read each question carefully and be as specific as possible, including all information related to the area identified for Selective Certification. Comments such as "see resume or application" or incomplete response will not be considered. THE EXPERIENCE YOU CLAIM MUST BE CONSISTENT WITH THE EXPERIENCE LISTED IN YOUR APPLICATION. You certify that the information provided is accurate and you are aware that the information on the application and supplemental questionnaire is subject to verification. You also understand that any false statements of material facts or omissions may subject you to cancellation of any terms, conditions or privileges of employment.

☐ Yes, I understand the above information and instructions.

* 11. **Human Resources Field:** Check each area of experience you claim at the associate analyst level?

- ☐ Experience developing recruitment strategies and administering examinations to produce eligible lists of candidates for hire.
- ☐ Experience in the development and validation (e.g., criteria related and content related) of employee selection instruments.
- ☐ Experience in the design, administration, and evaluation of organizational and employee development programs.
- ☐ Experience conducting classification and salary studies.
- ☐ Experience conducting investigations in situations involving equity, proposed disciplinary actions, or employee relations issues.
- ☐ Experience administering and implementing employee health and welfare benefits programs.
- ☐ Experience providing employees with information regarding protected leave benefits.
- ☐ Experience developing new or modified human resources policies, programs, and procedures for the resolution of difficult problems.
- ☐ Experience administering a workers compensation/return to work program.
- ☐ Experience preparing and presenting cases for Civil Service hearings.
- ☐ Experience preparing and presenting cases for Employee Relations hearings.
- ☐ Experience in Personnel Operations: processing new hires, salary placements, transfers, reinstatements, separations, and changes of status (e.g., promotion, restoration, demotion).
- ☐ I do not have experience in any of the areas above.

12. For each of the areas you checked for Question No. 11 (Human Resources), you must fully describe your experience that supports the areas checked.

Indicate all of the following:

- position title,
- department and division/section/unit,
- supervisor name and phone number,
- approximate dates, and
- description of duties/job experience and scope of responsibility

If you have no experience in any of the areas, then indicate "No Experience". Comments such as "see resume or application" or incomplete response will not be considered.

* 13. **Contracts Field:** Check each area of experience you claim at the associate analyst level?

- ☐ Experience assisting in contract solicitations, which includes more than one of the following duties: participating in the development of statements of work, fee schedules, evaluation instruments, and evaluation instructions
- ☐ Experience independently performing the full range of contract solicitations duties
- ☐ Experience assisting with the development and amendment of contracts.
- ☐ Experience independently developing and amending contracts.
- ☐ I do not have experience in any of the areas above.

* 14. For each of the areas you checked for Question No. 13 (Contracts), you must fully describe your experience that supports the areas checked.

Indicate all of the following:

- position title,
- department and division/section/unit,
- supervisor name and phone number,
- approximate dates, and
- description of duties/job experience and scope of responsibility

If you have no experience in any of the areas, then indicate "No Experience". Comments such as "see resume or application" or incomplete response will not be considered.

- * 15. **Budget/Finance Field:** Check the appropriate box below:

☐ Experience analyzing budgets and making recommendations for the solution of budgetary issues at the associate analyst level.

☐ I do not have experience in budget.

- * 16. For Question No. 15, you must fully describe your experience that supports experience analyzing budgets and making recommendations for the solution of budgetary issues at the associate analyst level.

Indicate all of the following:

- position title,
- department and division/section/unit,
- supervisor name and phone number,
- approximate dates, and
- description of duties/job experience and scope of responsibility.

If you have no experience, then indicate "No Experience". Comments such as "see resume or application" or incomplete response will not be considered.

- * Required Question



COUNTY OF LOS ANGELES
invites applications for the position of:

ADMINISTRATIVE SERVICES MANAGER II

SALARY: \$6,213.82 - \$8,149.46 Monthly
\$74,565.84 - \$97,793.52 Annually

OPENING DATE: 07/01/16

CLOSING DATE: 07/18/16 05:00 PM

POSITION/PROGRAM INFORMATION:



TYPE OF RECRUITMENT
INTERDEPARTMENTAL PROMOTIONAL OPPORTUNITY

EXAM NUMBER
R1003A

APPLICATION FILING PERIOD
Tuesday, July 5, 2016 @ 8:00 a.m. through Monday, July 18, 2016 @ 5:00 p.m. (PST)

RESTRICTED TO PERMANENT EMPLOYEES OF THE COUNTY OF LOS ANGELES WHO HAVE SUCCESSFULLY COMPLETED THEIR INITIAL PROBATIONARY PERIOD AND MEET THE QUALIFYING REQUIREMENTS.

Current employees in the unclassified service who meet the following criteria also qualify to participate in this exam:

- Unclassified employees who have attained permanent County status on a classified position by successful completion of the initial probationary period, with no break in service since leaving the classified service.
- Full-time employees in the unclassified service with at least six months of full-time experience in the unclassified service at the time of filing.

Verification of Experience Letters (VOEL) will not be required. Experience performing duties that applicants believe are inconsistent with their official payroll title will be evaluated for this examination; all information included in the application material, including information describing your assigned duties, will be evaluated to determine qualification. **OUT-OF-CLASS EXPERIENCE** will be accepted for this examination.

Withhold Information:

Permanent employees who have completed their initial probationary period and hold a qualifying payroll title may file for this examination if they are within six months of meeting the experience requirements by the last day of filing. However, the names of such employees will be withheld from the certification list until the required experience is fully met. **APPLICANTS WHO ARE WITHIN SIX MONTHS OF MEETING THE SELECTION REQUIREMENTS WHILE WORKING OUT-OF-CLASS WILL NOT BE PLACED ON WITHHOLD.**

NOTE: The last two paragraphs above supersede item #5 about Promotional Examinations under 'Employment Information' in the job bulletin.

DEFINITION:

Supervises a unit of analysts responsible for performing a full range of difficult to complex analytical assignments within one or more administrative functional areas and makes recommendations on highly complex issues which directly impact departmental programs and administrative operations, and which may be of a confidential or sensitive nature.

CLASSIFICATION STANDARDS:

Positions allocable to this supervisory class are located in the central administrative office of a line department, receive general supervision from a higher-level supervisor or manager and are responsible for supervising a unit of analysts performing a full range of difficult to complex analytical assignments within functional areas such as human resources, contracts, budget, finance and other closely related administrative functional areas. These positions may be allocated to major, complex administrative services divisions where they function in a lead or project management capacity with responsibility for providing guidance and direction to staff on the most specialized, complex and difficult analytical assignments which impact major departmental programs and administrative operations, or central agency departments, where they are responsible for providing technical expertise and guidance to administrative staff in County line departments on highly complex issues and problems associated with their area of expertise. Assignments require the use of discretion and care in the handling of confidential and sensitive information used to support management decisions, as well as professionalism and tact in dealing with individuals such as higher-level staff members, managers, and professionals from other organizations on sensitive or controversial issues of considerable consequence or importance.

Incumbents in this class are typically responsible for providing full administrative and technical supervision to lower-level staff and oversee the performance of the most specialized, complex and difficult work assignments which require a substantial depth of analysis as well as the use of sound professional judgment, initiative and creativity in devising and applying new research and analytical methods and techniques to address and resolve highly complex and/or contentious problems related to their assigned administrative functional area. Work tends to be covered by administrative policies and precedents; however, rules, policies, practices, precedents and guidelines specific to assignments are often scarce, inapplicable or have gaps in specificity; incumbents are expected to use judgment, initiative and resourcefulness in deviating from established work methods to modify, adapt, and/or refine broader guidelines to resolve issues and problems. Recommendations made have significant impact on higher-level staff and management decisions.

Assignments are made in terms of overall objectives and resources available, with the incumbent and supervisor working in consultation to develop deadlines, the scope of the assignment and expected results. Incumbents are responsible for applying a mastery of the principles, concepts, methods and techniques applicable to their functional area in planning and carrying out their assignments, resolving issues and conflicts that emerge and keeping the supervisor informed of progress made and potentially controversial matters identified. Completed work is evaluated in terms of soundness of approach, overall quality and results in meeting objectives and feasibility of recommendations.

These positions differ from those belonging to the lower-level Administrative Services Manager I class in that positions within the latter class are responsible for either performing a full range of difficult to complex analytical assignments or supervising a small unit of lower-level analysts responsible for carrying out a variety of routine to moderately complex analytical assignments, while positions within the Administrative Services Manager II class are typically responsible for supervising a unit of analysts responsible for carrying out a full range of difficult to complex analytical assignments.

ESSENTIAL JOB FUNCTIONS:**DUTIES AND RESPONSIBILITIES:**

Plans, organizes, assigns, and evaluates the work of journey-level analysts assigned to a unit or project team; with staff, develops, implements and monitors work plans to achieve assigned objectives; provides input and monitors performance; participates in developing, implementing and evaluating plans, processes and procedures to achieve established goals and objectives in accordance with department standards.

Participates in interviewing and selecting new unit staff; establishes performance requirements and personal development targets; regularly monitors performance and provides training, coaching and mentoring for performance improvement; recommends performance recognition when warranted; subject to management concurrence, takes disciplinary action in accordance with County policies.

Plans and conducts highly complex and sensitive research assignments requiring the development of study criteria, locating and gathering of data from multiple sources and interpretation of conflicting and ambiguous data to reach sound conclusions; identifies research problems and challenges, and devises analytical methods and techniques required to accomplish assignment objectives; develops statistical and

information-gathering processes to ensure quality, integrity, validity and relevance of data obtained for analysis and decision making purposes.

Compiles information by grouping and/or categorizing the information (e.g., in tables, spreadsheets, data files) in meaningful ways in order to facilitate meeting specific analytical requirements.

Uses qualitative and/or quantitative analytical methods in order to identify and evaluate highly complex issues, summarize findings and draw fact based conclusions often based upon large amounts of ambiguous and/or conflicting information.

Analyzes highly complex operational, financial, program and other issues and makes recommendations on appropriate courses of action; participates in the development of options and positions that meet objectives and best balance the interest of various stakeholders; develops and/or recommends the development of major programs or policies to address problems or improve operations by applying the results of research and analysis of pertinent information in order to ensure the highest likelihood of success.

Prepares a variety of documents (e.g., reports, business correspondence, memoranda) often of a highly sensitive nature requiring the exercise of organizational acumen; uses appropriate software programs (e.g., word processing, desktop publishing, presentation) in order to effectively communicate information to various audiences (e.g., departmental personnel, members of the public, governing boards).

Interacts with a variety of individuals (e.g., vendors, managers, representatives of external agencies/organizations) often on highly sensitive, contentious and confidential issues; participates in meetings to make presentations, provide advice and/or consultation services, resolve conflicts, mediate disputes, and negotiate agreements; coordinates activities with County central agency and departmental staff, consultants, outside agencies, etc. to ensure that programs are successfully implemented.

Monitors processes and programs by gathering and analyzing relevant information in order to ensure that processes are capable and stable, and programs are proceeding as planned; monitors emerging issues and concerns in order to develop timely proactive responses.

Evaluates the effectiveness of various programs by comparing program outcomes to program goals in order to determine whether to continue, modify, or discontinue programs.

Performs various administrative duties (e.g., creating and maintaining files; formatting standard documents; receiving, processing, and routing documents) by appropriately applying Federal and State laws, County and local ordinances, and departmental policies and procedures in order to ensure all work done complies with established guidelines and requirements.

EXAMPLES OF DUTIES:

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

Human Resources:

Supervises technical staff providing personnel services in departmental classification, recruitment, selection and policy development. Serves as chief departmental advocate in defending departmental personnel actions which have been appealed to the Civil Service Commission and directs a small subordinate staff of departmental representatives.

Contracts:

Supervises a unit of analysts responsible for providing contract development and administration services.

Serves as a project manager and participates in the work of a team/unit of journey- and lower-level analysts; participates in providing work guidance and direction, scheduling, assigning and monitoring work of other employees for completeness, accuracy and conformance with departmental standards; provides information, instruction and training on work processes; provides input to supervisor on employee work performance and behaviors; estimates personnel, equipment and material requirements for assigned projects; monitors and ensures project completion in accordance with established deadlines.

Conducts the most specialized and complex contracting feasibility and cost analysis studies of highly specialized and complex departmental operations and services to determine contracting needs and approaches to acquire needed services; prepares reports detailing findings and makes recommendations.

Analyzes and makes recommendations for the preparation, development, negotiation, administration, and termination or renewal of the most specialized and technically complex departmental contracts.

Reviews and analyzes highly complex departmental activities and specialized program services to develop information on workload, personnel, and equipment and material requirements to develop/determine available information on current County costs.

Develops the most complex solicitation and contract documents including Request for Proposals (RFPs), Invitations for Bids (IFBs), and Requests for Quotations (RFQs).

Consults and coordinates contracting efforts with technical or professional specialists in program areas and appropriate line managers to define and establish contract specifications and scope of work to ensure completeness and accuracy of findings to draft contract specification.

Administers the most complex contract solicitations by developing solicitation packages, specifications, and/or scopes of work; participates in the proposal/bid evaluation process.

Negotiates or actively participates in the negotiation and development of assigned contracts specifying vendor and County responsibilities and expectations regarding delivery of services, contract term, special pricing arrangements, and other essential provisions for complex contracts.

Prepares correspondence for submission to the Board of Supervisors to obtain approval for the largest and most complex service acquisitions.

Reviews and/or directs line operations in identifying contractual and funding programs and in resolving differences with contracts; investigates complaints and formulates procedures for the resolution of contracting problems from department staff, contractors, community groups, contractor employees and members of the public.

Budget/Finance and other closely related administrative functional areas:

Supervises technical staff engaged in analyzing and recommending solutions for problems of organization, budget, and systems and procedures.

**REQUIRED COMPETENCIES AND QUALIFICATION STANDARDS -
GENERAL COMPETENCIES:**

Knowledge:

Customer and Personal Service - Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

Administration and Management - Knowledge of business and management principles involved in strategic planning, resource allocation, and coordination of people and resources.

Clerical - Knowledge of administrative and clerical procedures and systems such as managing files and records, designing standard forms, and other general office procedures and terminology.

English Language - Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Skills:

Critical Thinking - Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

Judgment and Decision Making - Considering the relative costs and benefits of potential actions to choose the most appropriate one.

Mathematical Reasoning - The ability to choose the right mathematical methods or formulas to solve a problem.

Active Listening - Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

Coordination - Includes planning, scheduling, organizing, prioritizing, and monitoring work activities by utilizing resources (both human and material) to their fullest and aligning work plans with departmental goals.

Time Management - Managing one's own time and the time of others.

Instructing - Teaching others how to do something.

Monitoring - Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.

Quality Control Analysis - Conducting tests and inspections of products, services, or processes to evaluate quality or performance.

Reading Comprehension - Understanding written sentences and paragraphs in work related documents.

Abilities:

Oral Comprehension - The ability to listen to and understand information and ideas presented through spoken words and sentences.

Oral Expression - The ability to communicate information and ideas in speaking so others will understand.

Written Expression - The ability to communicate information and ideas in writing so others will understand.

Reasoning - The ability to apply the rules of logic when synthesizing a variety of information to identify a problem or reach a workable decision, resolution, or recommendation.

Information Ordering - The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).

SPECIALTY COMPETENCIES

In addition to the general knowledge requirements listed above, individuals must also possess additional knowledge specific to their specialty area:

Contracts:

County Contracting Authority and Terms and Conditions - Includes knowledge of how to identify and select sources of authority for the County of Los Angeles (e.g., the Board of Supervisors, The County's Purchasing Agent, department heads), knowledge of Proposition A, knowledge regarding legally required contract provisions, knowledge of legally required and Board of Supervisors mandated contract provisions, etc.

Contracting Strategy and Planning - Includes knowledge of the key components of the strategy and planning process, knowledge of the concept of risk as it pertains to contracts, knowledge of how to define the scope of a project and identify requirements to ensure successful contract development, etc.

Creating a Solicitation - Includes knowledge of how to structure solicitations (e.g., the six stages of solicitation, themes of the solicitation process, considerations in the approach to solicitation), knowledge about when and how to prepare materials (e.g., RFSQs, RFPs, SOQs), knowledge regarding the evaluation process (e.g., how to select evaluation committee members, the creation of business requirements, evaluation requirements), knowledge of how to appropriately structure the solicitation response (e.g., facilitating the evaluation, separating cost from function/service, avoiding interpretation of response material), etc.

Managing the Solicitation Process - Includes knowledge of the Contract Analyst's role, knowledge of the role of the project team, knowledge of techniques to exercise control of a project, etc.

The Proposal Evaluation Process - Includes knowledge of the Informed Averaging Evaluation Methodology, knowledge of appropriate evaluation process documentation, knowledge regarding Countywide Protest Policy, etc.

Contract Negotiation and Approval Process - Includes knowledge of the preparation process for contract negotiations, knowledge of contract negotiation principles and processes, knowledge of internal and external review/approval processes, etc.

WORK STYLES:

Dependability - Job requires being reliable, responsible, and dependable, and fulfilling obligations.

Adaptability/Flexibility - Job requires being open to change (positive or negative) and to considerable variety in the work place.

Cooperation - Job requires being pleasant with others on the job and displaying good-natured, cooperative attitude.

Stress Tolerance - Job requires accepting criticism and dealing calmly and effectively with high stress situations.

Integrity - Job requires being honest and ethical.

Concern for others - Job requires being sensitive to others' needs and feelings and being understanding and helpful on the job.

Assertiveness - Job requires a willingness to lead, take charge, and offer opinions and direction.

Persistence - Job requires persistence in the face of obstacles.

Initiative - Job requires a willingness to take on responsibilities and challenges.

Attention to Detail - Job requires being careful about detail and thorough in completing work tasks.

REQUIREMENTS:

MINIMUM REQUIREMENTS:

TRAINING AND EXPERIENCE:

Option 1: A Bachelor's degree from an accredited college or university* -AND- Three years of experience performing analytical assignments, two years of which must have been at the level of a journey-level analyst** or higher, within one or more of the following administrative fields: human resources, budget, finance, contracts or other closely-related administrative field.

Option 2: Five years of experience performing analytical assignments, two years of which must have been at the level of a journey-level analyst* or higher, within one or more of the following administrative fields: human resources, budget, finance, contracts or other closely-related administrative field.

LICENSE:

A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

PHYSICAL CLASS:

2 - Light - Positions within this class require light physical effort that may include occasional light lifting to a 10 pound limit and some bending, stooping, or squatting. Considerable ambulation may be involved.

SPECIAL REQUIREMENT INFORMATION:

**Journey-level analyst work involves the independent performance of work assignments which require the use of sound professional judgment, initiative and creativity in identifying and selecting research and analytical methods and techniques to address and resolve complex, controversial, and/or sensitive problems related to administrative functions such as human resources, budget, finance, contracts and other closely-related administrative functional areas.

IMPORTANT NOTES:

- Please note that **ALL** information included in the application materials is subject to **VERIFICATION** at any point during the examination and hiring process, including after an appointment has been made.
- FALSIFICATION of any information may result in DISQUALIFICATION.
- Utilizing **VERBIAGE** from Class Specification and Minimum Requirements serving as your description of duties **WILL NOT** be sufficient to meet the requirements. Doing so may result in an **INCOMPLETE APPLICATION** and you may be **DISQUALIFIED**.

ADDITIONAL INFORMATION:

EXAMINATION CONTENT:

This examination will consist of a written test weighted 100% that contains both computerized and paper-and-pencil components covering Reading Comprehension, Data Analysis and Decision Making/Mathematics, Written Expression; Business Leadership; Interpersonal Leadership; Leadership Motivation; Self-Leadership; Management Judgment; Management Potential; and Professional Potential.

APPLICANTS MUST MEET THE MINIMUM REQUIREMENTS AND MUST ACHIEVE A PASSING SCORE OF 70% OR HIGHER IN ORDER TO BE PLACED ON THE ELIGIBLE LIST.

WRITTEN TESTS ARE NOT REVIEWABLE BY CANDIDATES PER CIVIL SERVICE RULE 7.19.

NOTE: Applicants may receive notice via email regarding the written test and are responsible for providing a valid email address. Add vsalomon@hr.lacounty.gov and info@governmentjobs.com to your address book and list of approved senders to prevent email notifications from being filtered as spam/junk mail. Scores cannot be given over the telephone.

TRANSFER OF SCORE:

Applicants that have taken identical written test part(s) for other exams within the last 12 months, will have their written test responses for the identical test part(s) automatically transferred to this examination.

This examination contains test parts that may be used in the future for new examinations. Upon acceptance of your application, your scores may be transferred to the new examination and you may not

be allowed to retake any identical test part(s) for at least (12) twelve months.

TEST PREPARATION

Study guides and other test preparation resources are available to help candidates prepare for employment tests. An interactive, Online Test Preparation System for taking practice tests may be accessed on the Department of Human Resources website at <http://hr.lacounty.gov/>. Please click on "Find a Job" and then "Job Search Toolkit." Test Preparation Information is located under the "Employment Test Assistance" section. You can also access test preparation for the computerized portion of the test by going to http://www.shldirect.com/practice_tests.html. While the guides will help in preparing for the test, we advise you to review all related materials that you deem necessary.

ELIGIBILITY INFORMATION:

The names of candidates receiving a passing score in the examination will be placed on the eligible list for a period of twelve (12) months.

SELECTIVE CERTIFICATION in accordance with TITLE 5 - PERSONNEL, APPENDIX 1 (Civil Service Rule 11.03) of the Los Angeles County Code, selective certification may be used for some positions that require special skills and/or training. A Selective Certification may be established for the following areas:

1. Human Resources
2. Budget/Finance
3. Contracts

Duties performed in these areas are listed in the job description. Specific knowledge of the specialized functional areas may be the subject of the departmental hiring interview. If you wish to be considered in any areas above, please clearly indicate the specialized experience in your application.

VACANCY INFORMATION:

The eligible list resulting from this examination will be used to fill vacancies in various County departments.

AVAILABLE SHIFT:

Day

APPLICATION AND FILING INFORMATION:

Applications must be filed online only. We must receive your application between July 5, 2016 at 8:00 a.m. (PST) to July 18, 2016 by 5:00 p.m. (PST). Any additional documents, if any, must be received at the time of filing or within fifteen (15) calendar days from application submission. Applications submitted by U.S. Mail, Fax, or in person will not be accepted.

Apply online by clicking on the green "Apply" button at the top right of this posting. You can also track the status of your application using this website.

Provide any relevant job experience in the spaces provided so we can evaluate your qualifications for the job. For each job held, give the name and address of your employer, your job title, beginning and ending dates, number of hours worked per week, description of work performed, and salary earned.

*In order to receive credit for **Bachelor's degree**, you must include a legible copy of the official diploma, official transcripts, or official letter from the accredited institution which shows the area of specialization with your application at the time of filing or within fifteen (15) calendar days from application submission.

SOCIAL SECURITY NUMBER:

All applicants MUST enter a valid social security number at the time of filing. Entering anything other than a valid social security (i.e. 000-00-0000, 111-11-1111, etc.) will result in an automatic rejection of your application.

COMPUTER AND INTERNET ACCESS AT PUBLIC LIBRARIES:

For candidates who may not have regular access to a computer or the internet, applications can be completed on computers at public libraries throughout Los Angeles County.

NO SHARING OF USER ID AND PASSWORD:

All applicants must file their application online using their OWN user ID and password. Using a family member or friend's user ID and password may erase a candidate's original application record.

Alternate Teletype Phone: (800) 897-0077
California Relay Services Phone: (800) 735-2922

Department Contact Name: Virna Salomon
Department Contact Phone: (213) 351-2953
Department Contact Email: vsalomon@hr.lacounty.gov

COUNTY OF LOS ANGELES Employment Information

Any language contained in the job posting supersedes any language contained below.

Your Responsibilities:

1. Completing Your Application:

- Before submission of the application, it is your responsibility to ensure that all information provided is correct and complete on the application. Incomplete applications cannot be accepted.
- Please list separately the PAYROLL TITLE for each job. Do not group your experience. Specify the beginning and ending dates for each job. If you are a County employee and have been promoted, do NOT list all of your time with the County under your present payroll title.
- Your Social Security Number must be included for record control purposes. Federal law requires that all employed persons have a Social Security Number.
- To receive APPROPRIATE CREDIT, include a copy of your diploma, transcript, certificate, or license as directed on the job posting.

2. Minimum or Selection Requirements are listed in the job posting.

- YOUR APPLICATION WILL BE ACCEPTED ONLY IF IT CLEARLY SHOWS YOU MEET THESE REQUIREMENTS. The information you give will determine your eligibility and is subject to verification at any time.
- You must be at least 16 years of age at the time of appointment unless other age limits are stated on the job posting. The Federal Age Discrimination in Employment Act (ADEA) of 1967, as amended, prohibits discrimination on the basis of age for any individual over age 40.
- Your experience may be paid or unpaid unless the job posting states otherwise. Experience is evaluated on the basis of a verifiable 40-hour week.

3. Application Deadline:

- All job applications must be completed and submitted by the last day of the filing period and closing time indicated on the job posting. Job postings with an open continuous filing period are subject to closure without prior notice. It is to your advantage to file your application early and not wait until the last allowable date and time as you will not be able to apply once the filing period has closed.
- Applications for positions designated "Apply in Person" must be filed in person at the address provided on the job posting.

4. Change of Name or Address:

To change personal information such as your name or address, log into your profile and make the necessary change. This can be done at any time.

5. Promotional Examinations:

- Some of your experience may have been in a position in which such work is not typically performed. If such experience is permitted as indicated on the job posting, a signed Verification of Experience Letter (VOEL) signed by your department's Human Resources Office must be attached to your application unless otherwise stated on the job posting.
- If indicated on the job posting, permanent employees who have COMPLETED THEIR INITIAL PROBATIONARY PERIOD AND HOLD A QUALIFYING PAYROLL TITLE may file for promotional examinations if they are within six months of meeting the experience requirements by the last day of filing or at the time of filing for open continuous exams.

6. Equal Employment Opportunity/Non-Discrimination Policy:

- It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, color, religion, sex, national origin, age, sexual orientation or disability.
- If you require material in an ALTERNATE FORMAT or are an individual requesting REASONABLE ACCOMMODATION(S) in the examination process for a physical or mental disability, please CONTACT THE AMERICANS WITH DISABILITIES ACT (ADA) COORDINATOR LISTED ON THE JOB POSTING. The provision of reasonable accommodation may be subject to verification of

Social Security Act of 2004: Section 419 (c) of Public Law 108-203, the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security. The County of Los Angeles does not participate in the Social Security System. All newly hired County of Los Angeles employees must sign a statement (Form SSA-1945) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit entitlement. For more information on Social Security and about each provision, you may visit the website www.socialsecurity.gov, or call toll free 1-800-772-1213. Persons who are deaf or hard of hearing may call the TTY number 1-800-325-0778 or contact a local Social Security office.

Record of Convictions: As part of the selection process you may be required to complete and submit a Candidate Conviction History Questionnaire (CCHQ). PLEASE DO NOT SUBMIT THE CCHQ WITH YOUR APPLICATION, unless instructed to do so. A full disclosure of all convictions is required, when requested. Failure to disclose convictions will result in disqualification. Not all convictions constitute an automatic bar to employment. Factors such as your age at the time of the offense(s), and the recency of offense(s) will be taken into account, as well as the relationship between the offense(s) and the job(s) for which you apply. However, any applicant for County employment who has been convicted of workers' compensation fraud is automatically barred from employment with the County of Los Angeles (County Code Section 5.12.110). ANY CONVICTIONS OR COURT RECORDS WHICH ARE EXEMPTED BY A VALID COURT ORDER DO NOT HAVE TO BE INCLUDED.

For more information regarding convictions that are not subject to disclosure, please refer to the CCHQ from the link below:

http://file.lacounty.gov/dhr/CCHQ_2014.pdf

Americans with Disabilities Act of 1990: All positions are open to qualified men and women. Pursuant to the Americans with Disabilities Act of 1990, persons with disabilities who believe they need reasonable accommodation, or help in order to apply for a position, may contact the ADA/Personnel Services for Disabled Persons Coordinator. Hearing impaired applicants with telephone teletype equipment may leave messages by calling the teletype phone number on the job posting. The County will attempt to meet reasonable accommodation requests whenever possible.

Veteran's Credit: In all open competitive examinations, a veteran's credit of 10 percent of the total credits specified for such examinations will be added to the final passing grade of an honorably discharged veteran who served in the Armed Forces of the United States under any of the following conditions: During a declared war; -or- During the period April 28, 1952 through July 1, 1955; -or- For more than 180 consecutive days, other than for training, any part of which occurred after January 31, 1955, and before October 15, 1976; -or- During the Gulf War from August 2, 1990 through January 2, 1992; -or- For more than 180 consecutive days, other than for training, any part of which occurred during the period beginning September 11, 2001, and ending on August 31, 2010 the last day of Operation Iraqi Freedom; -or- In a campaign or expedition for which a campaign medal or expeditionary medal has been authorized and awarded. Any Armed Forces Expeditionary medal or campaign badge, including El Salvador, Lebanon, Grenada, Panama, Southwest Asia, Somalia, and Haiti qualifies for credit.

A campaign medal holder or Gulf War veteran who originally enlisted after September 7, 1980 (or began active duty on or after October 14, 1982, and has not previously completed 24 months of continuous active duty) must have served continuously for 24 months or the full period called or ordered to active duty.

This also applies to the spouse of such person who, while engaged in such service was wounded, disabled or crippled and thereby permanently prevented from engaging in any remunerative occupation, and also to the widow or widower of any such person who died or was killed while in such service. A DD214, Certificate of Discharge or

disability as allowable with State and Federal law. All disability-related information will remain confidential.

Disclaimer: The County of Los Angeles is not responsible or in any way liable for any computer hardware or software malfunction which may affect the employment application or the application selection process.

You assume all responsibility and risk for the use of this system and the Internet generally. This system and the information provided on it are provided on an "as is" and "as available" basis without warranties of any kind, either express or implied. No advice or information given by the County of Los Angeles or its respective employees shall modify the foregoing or create any warranty.

The County of Los Angeles expressly disclaims any warranty that the information on this system or on the Internet generally will be uninterrupted or error free or that any information, software or other material accessible from the system is free of viruses or other harmful components. You shall have no recourse against the County of Los Angeles as the system provider for any alleged or actual infringement of any proprietary rights a user may have in anything posted or retrieved on our system.

The County of Los Angeles shall not be liable for any direct, indirect, punitive, incidental, special or consequential damages arising out of or in any way connected with the use of this system or with the delay or inability to use it (or any linked sites), or for any information obtained through this system, or otherwise arising out of the use of this system, the Internet generally or on any other basis.

NOTE: Your application is submitted using Secure Encryption to ensure the privacy of all information you transmit over the Internet.

By accepting the Use Disclaimer set forth here, you agree to all of the above terms and further agree to use this Online Job Employment Application System only for the submission of bona fide employment applications to the County of Los Angeles. Any other use of this Online Job Employment Application System, including without limitation any copying, downloading, translation, decompiling, or reverse engineering of the system, data, or related software, shall be a violation of the Use Disclaimer.

Benefit Information: Depending on the position, the successful candidate will enroll in a contributory defined benefit pension plan if the candidate is a "new member" of the County's defined benefit plan (LACERA) on or after January 1, 2013 (first employed by the County on or after December 1, 2012) – unless she or he established reciprocity with another public retirement system in which she or he was a member before January 1, 2013. It should be noted that County employees do not pay into Social Security, but do pay the Medical Hospital Insurance Tax portion of Social Security at a rate of 1.45%. The Los Angeles County Employees Retirement Association (LACERA) has reciprocal agreements with several public retirement systems in California.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://hr.lacounty.gov>

Los Angeles, CA 90010

Separation from Active Duty, or other official documents issued by the branch of service are required as verification of eligibility for Veterans preference. Applicants must submit the documentation for each open competitive exam to qualify for veteran's credit.

Employment Eligibility Information: Final appointment is contingent upon verification of U.S. citizenship or the right to work in the United States. Immigration law provides that all persons hired after November 6, 1986, are required to present original documents to the County, within three (3) business days of hiring, which show satisfactory proof of: 1) identity and 2) U.S. employment eligibility.

Los Angeles County Child Support Compliance Program: In an effort to improve compliance with court-ordered child, family and spousal support obligations, certain employment and identification information (i.e., name, address, Social Security number and date of hire) is regularly reported to the State Directory of New Hires which may assist in locating persons who owe these obligations. Family Code Section 17512 permits under certain circumstances for additional employment and identifying information to be requested. Applicants will not be disqualified from employment based on this information.

The California Fair Employment and Housing Act (Part 2.8 commencing with Section 12900 of Division 3 of Title 2 of the Government Code) and the Regulations of the Fair Employment and Housing Commission (California Code of Regulations, Title 2, Division 4, Sections 7285.0 through 8504) prohibits employment discrimination based on race or color; religion; national origin or ancestry, physical disability; mental disability or medical condition; marital status; sex or sexual orientation; age, with respect to persons over the age of 40; and pregnancy, childbirth, or related medical conditions.

Test Preparation: Study guides and other test preparation resources may be accessed through the Department of Human Resources website at: <http://hr.lacounty.gov>. Additional test preparation resources may be listed on the job posting.

Accreditation Information: Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services or the Association of International Credential Evaluators, Inc. (AICE).

Position #R1003A
ADMINISTRATIVE SERVICES MANAGER II
VS

ADMINISTRATIVE SERVICES MANAGER II Supplemental Questionnaire

- * 1. The information you provide on this supplemental questionnaire will be evaluated and used to determine your eligibility to participate in the next phase of the examination process. Please be as specific as possible and include all information as requested. Comments such as "see resume or application" will not be considered as a response. Please note that all information is subject to verification at any time in the examination and hiring process. Falsification of any information may result in disqualification or dismissal.
☐ I understand the above information and instructions
- * 2. Do you have a bachelor degree from an accredited (see Accreditation Information under Employment Information) college or university?

☐ Yes ☐ No

3. If you answered **YES** to Supplemental Question No. 2, please **ATTACH/UPLOAD** a legible copy of the official diploma, official transcripts, or official letter from the accredited institution which shows the area of specialization with your application at the time of filing or within fifteen (15) calendar days from application submission.

4. How many years of experience do you have performing analytical assignments?

- ☐ Less than 3 years
☐ 3 years to less than 3 years and 6 months
☐ 3 years and 6 months to less than 4 years
☐ 4 years to less than 4 years and 6 months
☐ 4 years and 6 months to less than 5 years
☐ 5 years or more
☐ No experience.

- * 5. You must describe your experience that supports the response from Supplemental Questionnaire No. 4. Indicate the approximate dates (start/end), position title, department, description of your duties/job experience and scope of responsibility. If you chose "No experience." for Supplemental Questionnaire No. 4, then indicate "n/a".

- * 6. How many years of experience do you have performing analytical assignments at the **journey-level analyst**?

Journey-Level Analyst work involves the independent performance of work assignments which require the use of sound professional judgment, initiative and creativity in identifying and selecting research and analytical methods and techniques to address and resolve complex, controversial, and/or sensitive problems related to administrative functions.

- ☐ 0 to less than 1 year
☐ 1 year to less than 1 year and 6 months
☐ 1 year and 6 months to less than 2 years
☐ 2 years or more
☐ None

- * 7. You must describe your experience that supports the response from Supplemental Questionnaire No. 6. Indicate the approximate dates (start/end), position title, department, description of your duties/job experience and scope of responsibility. If you chose "None" for Supplemental Questionnaire No. 6, then indicate "n/a".

- * 8. What administrative field(s) did you have experience working at the **journey-level analyst**?

- ☐ Human Resources
☐ Budget
☐ Finance
☐ Contracts
☐ Closely-related administrative field
☐ Other
☐ None of the above

- * 9. **SELECTIVE CERTIFICATION**

The following questions will be used to gather information about specific areas of your experience within the administrative fields of human resources, budget, finance, and contracts to determine your eligibility to be placed on the Selective Certification lists.

Read each question carefully and be as specific as possible, including all information related to the area identified for Selective Certification. Comments such as "see resume or application" or incomplete response will not be considered. THE EXPERIENCE YOU CLAIM MUST BE CONSISTENT WITH THE EXPERIENCE LISTED IN YOUR APPLICATION.

You certify that the information provided is accurate and you are aware that the information on the application and supplemental questionnaire is subject to verification. You also understand that any false statements of material facts or omissions may subject you to cancellation of any terms, conditions or privileges of employment.

☐ Yes, I understand the above information and instructions.

* 10. **Human Resources Field:** Check each area of experience you claim at the journey-level analyst.

- ☐ Experience developing recruitment strategies and administering examinations to produce eligible lists of candidates for hire.
- ☐ Experience in the development and validation (e.g., criteria related and content related) of employee selection instruments.
- ☐ Experience in the design, administration, and evaluation of organizational and employee development programs.
- ☐ Experience conducting classification and salary studies.
- ☐ Experience conducting investigations in situations involving equity, proposed disciplinary actions, or employee relations issues.
- ☐ Experience administering and implementing employee health and welfare benefits programs.
- ☐ Experience providing employees with information regarding protected leave benefits.
- ☐ Experience developing new or modified human resources policies, programs, and procedures for the resolution of difficult problems.
- ☐ Experience administering a workers compensation/return to work program.
- ☐ Experience preparing and presenting cases for Civil Service hearings.
- ☐ Experience preparing and presenting cases for Employee Relations hearings.
- ☐ Experience in Personnel Operations: processing new hires, salary placements, transfers, reinstatements, separations, and changes of status (e.g., promotion, restoration, demotion).
- ☐ I DO NOT have experience in any of the areas above.

* 11. For each of the areas you checked for Question No. 10 (Human Resources), you must fully describe your experience that supports the areas checked.

Indicate all of the following: - position title, - department and division/section/unit, - supervisor name and phone number, - approximate dates, and - description of duties/job experience and scope of responsibility

If you have no experience in any of the areas, then indicate "No Experience". Comments such as "see resume or application" or incomplete response will not be considered.

* 12. **Contracts Field:** Check each area of experience you claim at the journey-level analyst.

- ☐ Experience assisting in contract solicitations, which includes more than one of the following duties: participating in the development of statements of work, fee schedules, evaluation instruments, and evaluation instructions
- ☐ Experience independently performing the full range of contract solicitations duties
- ☐ Experience assisting with the development and amendment of contracts.
- ☐ Experience independently developing and amending contracts.
- ☐ I DO NOT have experience in any of the areas above.

* 13. For each of the areas you checked for Question No. 12 (Contracts), you must fully describe your experience that supports the areas checked.

Indicate all of the following: - position title, - department and division/section/unit, - supervisor name and phone number, - approximate dates, and - description of duties/job experience and scope of responsibility

If you have no experience in any of the areas, then indicate "No Experience". Comments such as "see resume or application" or incomplete response will not be considered.

* 14. **Budget/Finance Field:** Check the appropriate box below.

- ☐ I have experience analyzing budgets and making recommendations for the solution of budgetary issues at the journey-level analyst.

☐ I DO NOT have experience analyzing budgets and making recommendations for the solution of budgetary issues at the journey-level analyst.

- * 15. For Question No. 14, you must fully describe your experience analyzing budgets and making recommendations for the solution of budgetary issues at the journey-level analyst.

Indicate all of the following: - position title, - department and division/section/unit, - supervisor name and phone number, - approximate dates, and - description of duties/job experience and scope of responsibility.

If you have no experience, then indicate "No Experience". Comments such as "see resume or application" or incomplete response will not be considered.

- * Required Question



COUNTY OF LOS ANGELES
invites applications for the position of:

ADMINISTRATIVE SERVICES MANAGER III

SALARY: \$8,129.36 - \$10,662.46 Monthly
\$97,552.32 - \$127,949.52 Annually

OPENING DATE: 07/01/16

CLOSING DATE: 07/18/16 05:00 PM

POSITION/PROGRAM INFORMATION:



TYPE OF RECRUITMENT

INTERDEPARTMENTAL PROMOTIONAL OPPORTUNITY

EXAM NUMBER

R1004A

APPLICATION FILING PERIOD

Tuesday, July 5, 2016 @ 8:00 a.m. through Monday, July 18, 2016 @ 5:00 p.m. (PST)

RESTRICTED TO PERMANENT EMPLOYEES OF THE COUNTY OF LOS ANGELES WHO HAVE SUCCESSFULLY COMPLETED THEIR INITIAL PROBATIONARY PERIOD AND MEET THE QUALIFYING REQUIREMENTS.

Current employees in the unclassified service who meet the following criteria also qualify to participate in this exam:

- Unclassified employees who have attained permanent County status on a classified position by successful completion of the initial probationary period, with no break in service since leaving the classified service.
- Full-time employees in the unclassified service with at least six months of full-time experience in the unclassified service at the time of filing.

Verification of Experience Letters (VOEL) will not be required. Experience performing duties that applicants believe are inconsistent with their official payroll title will be evaluated for this examination; all information included in the application material, including information describing your assigned duties, will be evaluated to determine qualification. **OUT-OF-CLASS EXPERIENCE** will be accepted for this examination.

Withhold Information:

Permanent employees who have completed their initial probationary period and hold a qualifying payroll title may file for this examination if they are within six months of meeting the experience requirements by the last day of filing. However, the names of such employees will be withheld from the certification list until the required experience is fully met. **APPLICANTS WHO ARE WITHIN SIX MONTHS OF MEETING THE SELECTION REQUIREMENTS WHILE WORKING OUT-OF-CLASS WILL NOT BE PLACED ON WITHHOLD.**

NOTE: The last two paragraphs above supersede item #5 about Promotional Examinations under 'Employment Information' in the job bulletin.

DEFINITION:

Directs a section composed of multiple units responsible for providing administrative services which directly impact the management of major departmental programs and administrative operations.

CLASSIFICATION STANDARDS:

Positions allocable to this management-level class are typically located in the central administrative office of line departments and report to a higher-level manager. Incumbents are responsible for directing, through subordinate, professional administrative supervisors, a section composed of multiple units responsible for providing professional administrative services in such areas as human resources, budget, finance, contracts and other closely related administrative functional areas. Assignments require the use of care and discretion in the handling of confidential and sensitive information used to either make decisions which significantly impact departmental programs and administrative operations, or support decisions made by higher-level management.

Knowledge: Incumbents in these positions must apply a mastery of the concepts, principles, and methods associated with their administrative functional area(s) at a level sufficient to develop long range work plans and manage the implementation of objectives for the section they direct; provide full administrative and technical supervision to subordinate professional administrative staff; provide authoritative advice to management on problems and issues, as well as serve as the highest level of technical review on policies and procedures, concerning the incumbent's area of expertise; and solve difficult or unusual systemic problems associated with their functional areas.

Supervisory Controls: Assignments are received in terms of overall objectives to be achieved and available resources. Completed work is reviewed in terms of compatibility with broader division and departmental goals, fulfillment of assigned objectives, and feasibility and effectiveness of recommendations.

Guidelines: Incumbents make decisions based on multiple and sometimes ambiguous or conflicting guidelines that require considerable interpretation, the planning of all phases of assignments, as well as the development of some new methods to complete work.

Complexity: Work requires the use of many different and unrelated processes and methods, as well as a great depth of analysis to identify the nature and extent of problems, develop new methods, and deal with many variables including some that are unclear or conflicting.

Impact: Completed work affects a wide range of departmental programs and/or administrative activities, influence internal or external operations, or impacts many people.

Contacts and Purpose of Contacts: Contacts at this level include influential individuals within and outside of the department such as executive-level managers, senior-level managers, and high-level staff, as well as professionals from other organizations, such as contractors or attorneys. Contacts are made for the purpose of influencing these individuals on matters of considerable importance.

These positions differ from those belonging to the lower-level Administrative Services Manager II class in that positions within the latter class are responsible for supervising a unit of lower-level analysts performing a full range of difficult to complex analytical assignments, while positions within the Administrative Services Manager III class are responsible for managing, through subordinate supervisors, an administrative services section composed of multiple units.

ESSENTIAL JOB FUNCTIONS:**DUTIES AND RESPONSIBILITIES:***ESSENTIAL DUTIES:*

Plans, organizes, controls, integrates and evaluates the work of the assigned section; with subordinate supervisors and staff, develops, implements and monitors work plans to achieve goals and objectives; contributes to development of the division budget.

Manages, supervises and oversees the development, implementation and evaluation of plans, programs, policies, work processes, systems and procedures to achieve annual goals, objectives and standards;

identifies and works with supervisors and staff to research and act on opportunities to improve or maximize section performance, efficiency and effectiveness; develops performance metrics and evaluates section performance.

Manages section staff by establishing performance requirements and personal development targets; regularly evaluates performance and provides training, coaching and mentoring for performance improvement; recommends performance recognition when warranted; interviews and selects new staff; subject to concurrence of higher level management, initiates and recommends disciplinary action in accordance with Civil Service Rules and County policies.

Prepares and/or directs the preparation of, and reviews, a variety of documents such as Board letters and memos, as well as reports and business correspondence to executive management and the Chief Executive Office or other centralized department, or external regulatory agencies, often of a highly sensitive nature requiring the exercise of organizational acumen; uses appropriate software programs (e.g., word processing, desktop publishing, presentation, database and spreadsheet) to create materials in a variety of formats and approaches in order to effectively communicate information to various audiences (e.g., governing boards, executive management, the Chief Information Office, County Counsel, departmental personnel, and members of the public).

Directs and oversees highly complex and sensitive research assignments requiring a substantial depth of analysis using qualitative and/or quantitative analytical methods; defines study parameters and objectives, and develops statistical and information-gathering processes to ensure the quality, integrity, validity and relevance of data obtained for analysis and decision making purposes.

Interacts with individuals from a variety of organizations (e.g., Board deputies, management from centralized County agencies, members from municipalities, State and federal legislative bodies, and other external agencies) to represent the department on highly sensitive, contentious and confidential issues; makes presentations, provides advice and/or consultation services, resolves conflicts, mediates disputes, and negotiates agreements; coordinates activities with County central agency and departmental staff, contractors, consultants, outside agencies, etc., to ensure that programs are successfully implemented.

Actively participates in the development of options, programs, services and positions that meet objectives and best balance the interests of various stakeholders; provides the highest level of technical review on the development of programs and/or policies designed to address problems or improve operations, through strategic advocacy.

Oversees auditing activities and the ongoing evaluation of processes and programs to ensure effectiveness, efficiencies and compliance, as well as to ensure that processes are capable and stable, and programs are proceeding as planned; addresses emerging issues and concerns in order to develop timely, proactive responses.

Performs various administrative duties (e.g., creating and maintaining files; formatting standard documents; receiving, processing, and routing documents) by appropriately applying federal and State laws, County and local ordinances, and departmental policies and procedures in order to ensure all work done complies with established guidelines and the requirements of professional standards.

EXAMPLE OF DUTIES:

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

Human Resources:

Directs administrative professional and technical staff in a central human resources office and/or area providing services including classification, recruitment, selection, discipline, policy, occupational health and safety, and payroll services.

Directs and oversees test validation studies and other highly complex and sensitive research assignments requiring a substantial depth of analysis and the use of qualitative and/or quantitative analytical methods such as job analysis and adverse impact analysis.

Represents the department on examination appeals, classification studies, investigations, advocacy and other highly sensitive, contentious and confidential issues.

Prepares and/or directs the preparation of, and reviews, corrective action plans; department-wide reports, which include disciplinary action, leave of absence, risk management, litigation, return-to-work, and mandatory training reports.

Contracts:

Supervises the operations and activities of contracting staff providing contract development and administration services to obtain a variety of contract services; plans, assigns, reviews and evaluates the work of contract analysts. Recommends to department management the rank order and priority of services identified for contracting in light of overall departmental plans.

Directs the study and review of complex departmental activities and specialized services in priority order to develop information on workload, personnel, equipment, and material requirements and determine availability of data on current county costs.

Represents the department on County Protest Policy Panel matters, audits from the Auditor-Controller, reports from the District Attorney, and other highly sensitive contentious and confidential issues.

Performs the highest level technical review over the contract solicitation, development, negotiation, and approval process; formulates and recommends departmental contracting policies to management on the handling of unprecedented issues.

Prepares and/or directs the preparation of, and reviews, reports to regulatory agencies at various governmental levels, financial reports regarding grant funding from various agencies, and solicitation documents.

Budget/Finance:

Directs administrative professional and technical staff in the preparation and ongoing administration of the budget for a large County department.

Directs and oversees studies involving the funding of new state-mandated programs and other highly complex and sensitive research assignments requiring a substantial depth of analysis and the use of qualitative and/or quantitative analytical methods such as budget forecasting, trending, and cost benefit analysis.

Prepares and/or directs the preparation of, and reviews, complex financial reports containing financial impact analyses due to budgetary changes at various governmental levels, as well as program rate review, budget status, and cash flow reports.

Represents the department on matters involving fiscal disallowances, settlement agreements, curtailment of funding, and other highly sensitive, contentious and confidential issues.

REQUIREMENTS:**MINIMUM REQUIREMENTS:****TRAINING AND EXPERIENCE:**

Option 1: Two years of bona-fide supervisory experience* over a unit of analysts performing assignments within one or more of the following administrative fields: human resources, budget, finance, contracts or other closely-related administrative field - AND - two additional years of experience at the level of a journey analyst** or higher within one or more of these administrative fields.

Option 2: Two years of any bona-fide supervisory experience* - AND - four years of experience at the level of a journey analyst** or higher within one or more of the following administrative fields: human resources, budget, finance, contracts or other closely-related administrative field.

Option 3: Two years of experience at the level of a senior analyst *** or higher functioning in a consultative role in the Department of Auditor-Controller, Chief Executive Office, Department of Human Resources, or Internal Services Department's Countywide Contracts Division, interpreting and applying County policies, rules, and regulations and providing direction, guidance, and advice to management and administrative staff in County line departments - AND - four years of experience at the level of a journey analyst** or higher within one or more of the following administrative fields: human resources, budget, finance, contracts, or other closely-related administrative field.

REQUIRED COMPETENCIES*:

Leading Change: Innovation and Creativity; External Awareness; Flexibility/Adaptability; Resilience; Strategic Thinking; Vision. **Leading People:** Conflict Management; Developing Others; Promoting a Diverse Workforce; Teambuilding/Collaboration; Promoting an Accountable Workforce. **Achieving Results:** Customer Service; Decisiveness; Integrity/Honesty; Planning and Evaluation. **Operational Acumen:** Fiscal Responsibility; Workforce Development; Operational Improvement. **Building Partnerships:** Influencing/Negotiating; Networking; Political Acumen. **Fundamental Competencies:** Active Listening; Reasoning/Critical thinking; Oral Communication; Written Communication. **Technical Credibility:**

Specialized Job Knowledge; Supervisory/Management Knowledge

LICENSE:

A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

PHYSICAL CLASS:

2 - Light: Positions within this class require light physical effort that may include occasional light lifting to a 10 pound limit and some bending, stooping, or squatting. Considerable ambulation may be involved.

SPECIAL REQUIREMENT INFORMATION:

* Bona-fide supervisory experience includes responsibility for planning, assigning and reviewing the work of staff, evaluating employee performance, participating in interviewing and selecting new staff, and performance management.

** Journey-level analyst work involves the independent performance of work assignments which require the use of sound professional judgment, initiative and creativity in identifying and selecting research and analytical methods and techniques to address and resolve complex, controversial, and/or sensitive problems related to administrative functions such as human resources, budget, finance, contracts and other closely-related, sensitive and confidential administrative functional areas.

Note: For a fuller description of journey-level analytical work, refer to Los Angeles County's [Administrative Services Manager I class specification \(Item #1002\)](#).

*** Senior-level analyst work involves functioning in a lead or project management capacity with responsibility for providing guidance and direction to staff on the most specialized, complex, and difficult analytical assignments which impact major departmental programs and administrative operations, or in central agency departments, where they are responsible for providing consultation and guidance to management in County line departments on highly complex issues and problems associated with their area of expertise.

Note: For a fuller description of senior-level analytical work, refer to Los Angeles County's [Administrative Services Manager II class specification \(Item #1003\)](#).

Probationary Period: The probationary period for this class, as authorized per Civil Service Rule 12.02, will be 12 months. Newly appointed employees to this class who have not completed the formal supervisory training course offered by the County's Department of Human Resources will be automatically enrolled into the earliest available course.

IMPORTANT NOTES:

- Please note that **ALL** information included in the application materials is subject to **VERIFICATION** at any point during the examination and hiring process, including after an appointment has been made.
- FALSIFICATION of any information may result in DISQUALIFICATION.
- Utilizing **VERBIAGE** from Class Specification and Minimum Requirements serving as your description of duties **WILL NOT** be sufficient to meet the requirements. Doing so may result in an **INCOMPLETE APPLICATION** and you may be **DISQUALIFIED**.

ADDITIONAL INFORMATION:

EXAMINATION CONTENT:

This examination will consist of a written test weighted 100% that contains both computerized and paper-and-pencil components covering Reading Comprehension, Data Analysis and Decision Making/Mathematics, Written Expression; Business Leadership; Interpersonal Leadership; Leadership Motivation; Self-Leadership; Management Judgment; Management Potential; and Professional Potential.

APPLICANTS MUST MEET THE MINIMUM REQUIREMENTS AND MUST ACHIEVE A PASSING SCORE OF 70% OR HIGHER IN ORDER TO BE PLACED ON THE ELIGIBLE LIST.

WRITTEN TESTS ARE NOT REVIEWABLE BY CANDIDATES PER CIVIL SERVICE RULE 7.19.

TRANSFER OF SCORES:

Applicants that have taken identical written test part(s) for other exams within the last 12 months, will have their written test responses for the identical test part(s) automatically transferred to this examination.

This examination contains test parts that may be used in the future for new examinations. Upon acceptance

of your application, your scores may be transferred to the new examination and you may not be allowed to retake any identical test part(s) for at least (12) twelve months.

TEST PREPARATION

Study guides and other test preparation resources are available to help candidates prepare for employment tests. An interactive, Online Test Preparation System for taking practice tests may be accessed on the Department of Human Resources website at <http://hr.lacounty.gov/>. Please click on "Find a Job" and then "Job Search Toolkit." Test Preparation Information is located under the "Employment Test Assistance" section. You can also access test preparation for the computerized portion of the test by going to http://www.shldirect.com/practice_tests.html. While the guides will help in preparing for the test, we advise you to review all related materials that you deem necessary.

ELIGIBILITY INFORMATION:

The names of candidates receiving a passing score in the examination will be placed on the eligible list for a period of six (6) months. As a result of a validation study conducted in accordance with Civil Service Rule 11.01 (D), successful candidates shall be assembled into separate groups as follows:

Group 1: 89% - 100%

Group 2: 77% - 88%

Group 3: 70% - 76%

SELECTIVE CERTIFICATION in accordance with TITLE 5 - PERSONNEL, APPENDIX 1 (Civil Service Rule 11.03) of the Los Angeles County Code, selective certification may be used for some positions that require special skills and/or training. A Selective Certification may be established for the following areas:

1. Human Resources
2. Budget/Finance
3. Contracts

Duties performed in these areas are listed in the job description. Specific knowledge of the specialized functional areas may be the subject of the departmental hiring interview. If you wish to be considered in any areas above, please clearly indicate the specialized experience in your application.

VACANCY INFORMATION:

The eligible list resulting from this examination will be used to fill vacancies in various County departments.

AVAILABLE SHIFT:

Day

APPLICATION AND FILING INFORMATION:

Applications must be filed online only. We must receive your application between July 5, 2016 at 8:00 a.m. (PST) to July 18, 2016 by 5:00 p.m. (PST). Any additional documents, if any, must be received at the time of filing or within fifteen (15) calendar days from application submission. Applications submitted by U.S. Mail, Fax, or in person will not be accepted.

Apply online by clicking on the green "Apply" button at the top right of this posting. You can also track the status of your application using this website.

Provide any relevant job experience in the spaces provided so we can evaluate your qualifications for the job. For each job held, give the name and address of your employer, your job title, beginning and ending dates, number of hours worked per week, description of work performed, and salary earned.

SOCIAL SECURITY NUMBER:

All applicants MUST enter a valid social security number at the time of filing. Entering anything other than a valid social security (i.e. 000-00-0000, 111-11-1111, etc.) will result in an automatic rejection of your application.

COMPUTER AND INTERNET ACCESS AT PUBLIC LIBRARIES:

For candidates who may not have regular access to a computer or the internet, applications can be completed on computers at public libraries throughout Los Angeles County.

NO SHARING OF USER ID AND PASSWORD:

All applicants must file their application online using their OWN user ID and password. Using a family member or friend's user ID and password may erase a candidate's original application record.

ADA Coordinator Email: adarequests@hr.lacounty.gov

Teletype Phone: (800) 899-4099

Alternate Teletype Phone: (800) 897-0077

California Relay Services Phone: (800) 735-2922

Department Contact Name: Virna Salomon

Department Contact Phone: (213) 351-2953

Department Contact Email: vsalomon@hr.lacounty.gov

COUNTY OF LOS ANGELES Employment Information

Any language contained in the job posting supersedes any language contained below.

Your Responsibilities:

1. Completing Your Application:

- a. Before submission of the application, it is your responsibility to ensure that all information provided is correct and complete on the application. Incomplete applications cannot be accepted.
- b. Please list separately the PAYROLL TITLE for each job. Do not group your experience. Specify the beginning and ending dates for each job. If you are a County employee and have been promoted, do NOT list all of your time with the County under your present payroll title.
- c. Your Social Security Number must be included for record control purposes. Federal law requires that all employed persons have a Social Security Number.
- d. To receive APPROPRIATE CREDIT, include a copy of your diploma, transcript, certificate, or license as directed on the job posting.

2. Minimum or Selection Requirements are listed in the job posting.

- a. YOUR APPLICATION WILL BE ACCEPTED ONLY IF IT CLEARLY SHOWS YOU MEET THESE REQUIREMENTS. The information you give will determine your eligibility and is subject to verification at any time.
- b. You must be at least 16 years of age at the time of appointment unless other age limits are stated on the job posting. The Federal Age Discrimination in Employment Act (ADEA) of 1967, as amended, prohibits discrimination on the basis of age for any individual over age 40.
- c. Your experience may be paid or unpaid unless the job posting states otherwise. Experience is evaluated on the basis of a verifiable 40-hour week.

3. Application Deadline:

- a. All job applications must be completed and submitted by the last day of the filing period and closing time indicated on the job posting. Job postings with an open continuous filing period are subject to closure without prior notice. It is to your advantage to file your application early and not wait until the last allowable date and time as you will not be able to apply once the filing period has closed.
- b. Applications for positions designated "Apply in Person" must be filed in person at the address provided on the job posting.

4. Change of Name or Address:

To change personal information such as your name or address, log into your profile and make the necessary change. This can be done at any time.

5. Promotional Examinations:

- a. Some of your experience may have been in a position in which such work is not typically performed. If such experience is permitted as indicated on the job posting, a signed Verification of Experience Letter (VOEL) signed by your department's Human Resources Office must be attached to your application unless otherwise stated on the job posting.
- b. If indicated on the job posting, permanent employees who have COMPLETED THEIR INITIAL PROBATIONARY PERIOD AND HOLD A QUALIFYING PAYROLL TITLE may file for promotional examinations if they are within six months of meeting the experience requirements by the last day of filing or at the time of filing for open continuous exams.

6. Equal Employment Opportunity/Non-Discrimination Policy:

- a. It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, color, religion, sex, national origin, age, sexual orientation or disability.
- b. If you require material in an ALTERNATE FORMAT or are an individual requesting REASONABLE ACCOMMODATION(S) in the examination process for a physical or mental disability, please CONTACT THE AMERICANS WITH DISABILITIES ACT (ADA) COORDINATOR LISTED ON THE JOB POSTING. The provision of reasonable accommodation may be subject to verification of disability as allowable with State and Federal law. All disability-related information will remain confidential.

Disclaimer: The County of Los Angeles is not responsible or in any way liable for any computer hardware or software malfunction which may affect the employment application or the application selection process.

You assume all responsibility and risk for the use of this system and the Internet generally. This system and the information provided on it are provided on an "as is" and "as available" basis without warranties of any kind, either express or implied. No advice or information given by the County of Los Angeles or its respective employees shall modify the foregoing or create any warranty.

Social Security Act of 2004: Section 419 (c) of Public Law 108-203, the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security. The County of Los Angeles does not participate in the Social Security System. All newly hired County of Los Angeles employees must sign a statement (Form SSA-1945) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit entitlement. For more information on Social Security and about each provision, you may visit the website www.socialsecurity.gov, or call toll free 1-800-772-1213. Persons who are deaf or hard of hearing may call the TTY number 1-800-325-0778 or contact a local Social Security office.

Record of Convictions: As part of the selection process you may be required to complete and submit a Candidate Conviction History Questionnaire (CCHQ). PLEASE DO NOT SUBMIT THE CCHQ WITH YOUR APPLICATION, unless instructed to do so. A full disclosure of all convictions is required, when requested. Failure to disclose convictions will result in disqualification. Not all convictions constitute an automatic bar to employment. Factors such as your age at the time of the offense (s), and the recency of offense(s) will be taken into account, as well as the relationship between the offense(s) and the job(s) for which you apply. However, any applicant for County employment who has been convicted of workers' compensation fraud is automatically barred from employment with the County of Los Angeles (County Code Section 5.12.110). ANY CONVICTIONS OR COURT RECORDS WHICH ARE EXEMPTED BY A VALID COURT ORDER DO NOT HAVE TO BE INCLUDED.

For more information regarding convictions that are not subject to disclosure, please refer to the CCHQ from the link below:
http://file.lacounty.gov/dhr/CCHQ_2014.pdf

Americans with Disabilities Act of 1990: All positions are open to qualified men and women. Pursuant to the Americans with Disabilities Act of 1990, persons with disabilities who believe they need reasonable accommodation, or help in order to apply for a position, may contact the ADA/Personnel Services for Disabled Persons Coordinator. Hearing impaired applicants with telephone teletype equipment may leave messages by calling the teletype phone number on the job posting. The County will attempt to meet reasonable accommodation requests whenever possible.

Veteran's Credit: In all open competitive examinations, a veteran's credit of 10 percent of the total credits specified for such examinations will be added to the final passing grade of an honorably discharged veteran who served in the Armed Forces of the United States under any of the following conditions: During a declared war; -or- During the period April 28, 1952 through July 1, 1955; -or- For more than 180 consecutive days, other than for training, any part of which occurred after January 31, 1955, and before October 15, 1976; -or- During the Gulf War from August 2, 1990 through January 2, 1992; -or- For more than 180 consecutive days, other than for training, any part of which occurred during the period beginning September 11, 2001, and ending on August 31, 2010 the last day of Operation Iraqi Freedom; -or- In a campaign or expedition for which a campaign medal or expeditionary medal has been authorized and awarded. Any Armed Forces Expeditionary medal or campaign badge, including El Salvador, Lebanon, Grenada, Panama, Southwest Asia, Somalia, and Haiti qualifies for credit.

A campaign medal holder or Gulf War veteran who originally enlisted after September 7, 1980 (or began active duty on or after October 14, 1982, and has not previously completed 24 months of continuous active duty) must have served continuously for 24 months or the full period called or ordered to active duty.

This also applies to the spouse of such person who, while engaged in such service was wounded, disabled or crippled and thereby permanently prevented from engaging in any remunerative occupation, and also to the widow or widower of any such person who died or was killed while in such service. A DD214, Certificate of Discharge or Separation from Active Duty, or other official documents issued by the branch of service are required as verification of eligibility for Veterans preference. Applicants must submit the documentation for each open competitive exam to qualify for veteran's credit.

Employment Eligibility Information: Final appointment is contingent upon verification of U.S. citizenship or the right to work in the United States. Immigration law provides that all persons hired after November 6, 1986, are required to present original documents to the County, within three (3) business days of hiring, which show satisfactory proof of: 1) identity and 2) U.S. employment eligibility.

COUNTY OF LOS ANGELES Employment Information

Any language contained in the job posting supersedes any language contained below.

The County of Los Angeles expressly disclaims any warranty that the information on this system or on the Internet generally will be uninterrupted or error free or that any information, software or other material accessible from the system is free of viruses or other harmful components. You shall have no recourse against the County of Los Angeles as the system provider for any alleged or actual infringement of any proprietary rights a user may have in anything posted or retrieved on our system.

The County of Los Angeles shall not be liable for any direct, indirect, punitive, incidental, special or consequential damages arising out of or in any way connected with the use of this system or with the delay or inability to use it (or any linked sites), or for any information obtained through this system, or otherwise arising out of the use of this system, the Internet generally or on any other basis.

NOTE: Your application is submitted using Secure Encryption to ensure the privacy of all information you transmit over the Internet.

By accepting the Use Disclaimer set forth here, you agree to all of the above terms and further agree to use this Online Job Employment Application System only for the submission of bona fide employment applications to the County of Los Angeles. Any other use of this Online Job Employment Application System, including without limitation any copying, downloading, translation, decompiling, or reverse engineering of the system, data, or related software, shall be a violation of the Use Disclaimer.

Benefit Information: Depending on the position, the successful candidate will enroll in a contributory defined benefit pension plan if the candidate is a "new member" of the County's defined benefit plan (LACERA) on or after January 1, 2013 (first employed by the County on or after December 1, 2012) – unless she or he established reciprocity with another public retirement system in which she or he was a member before January 1, 2013. It should be noted that County employees do not pay into Social Security, but do pay the Medical Hospital Insurance Tax portion of Social Security at a rate of 1.45%. The Los Angeles County Employees Retirement Association (LACERA) has reciprocal agreements with several public retirement systems in California.

Los Angeles County Child Support Compliance Program: In an effort to improve compliance with court-ordered child, family and spousal support obligations, certain employment and identification information (i.e., name, address, Social Security number and date of hire) is regularly reported to the State Directory of New Hires which may assist in locating persons who owe these obligations. Family Code Section 17512 permits under certain circumstances for additional employment and identifying information to be requested. Applicants will not be disqualified from employment based on this information.

The California Fair Employment and Housing Act (Part 2.8 commencing with Section 12900 of Division 3 of Title 2 of the Government Code) and the Regulations of the Fair Employment and Housing Commission (California Code of Regulations, Title 2, Division 4, Sections 7285.0 through 8504) prohibits employment discrimination based on race or color; religion; national origin or ancestry, physical disability; mental disability or medical condition; marital status; sex or sexual orientation; age, with respect to persons over the age of 40; and pregnancy, childbirth, or related medical conditions.

Test Preparation: Study guides and other test preparation resources may be accessed through the Department of Human Resources website at: <http://hr.lacounty.gov>. Additional test preparation resources may be listed on the job posting.

Accreditation Information: Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services or the Association of International Credential Evaluators, Inc. (AICE).

APPLICATIONS MAY BE FILED ONLINE AT:
<http://hr.lacounty.gov>

Position #R1004A
ADMINISTRATIVE SERVICES MANAGER III
VS

Los Angeles, CA 90010

ADMINISTRATIVE SERVICES MANAGER III Supplemental Questionnaire

- * 1. The information you provide on this supplemental questionnaire will be evaluated and used to determine your eligibility to participate in the next phase of the examination process. Please be as specific as possible and include all information as requested. Comments such as "see resume or application" will not be considered as a response. Please note that all information is subject to verification at any time in the examination and hiring process. Falsification of any information may result in disqualification or dismissal.
☐ I understand the above information and instructions.
- * 2. How many years of bona-fide supervisory experience do you have over a unit of analysts performing assignments within one or more of the following administrative fields: human resources, budget, finance, contracts or other close-related administrative field?
 - ☐ Less than 6 months
 - ☐ 6 months to less than 1 year
 - ☐ 1 year to less than 1 year and 6 months
 - ☐ 1 year and 6 months to less than 2 years
 - ☐ 2 years or more
 - ☐ No experience.
- * 3. You must describe your experience that supports the response from Supplemental Questionnaire No. 2. Indicate the approximate date (start/end), name of the unit, number of analysts supervised and level of the analysts, and description of your duties/job experiences and scope of responsibility. If you chose "No experience." for Supplemental Question No. 2, please indicate "n/a".

- * 4. How many years of experience do you have performing analytical assignments at the journey-level analyst?

Journey-Level Analyst work involves the independent performance of work assignments which require the use of sound professional judgment, initiative and creativity in identifying and selecting research and analytical methods and techniques to address and resolve complex, controversial, and/or sensitive problems related to administrative functions.

- ☐ Less than 2 years
- ☐ 2 years to 2 years and 6 months
- ☐ 2 years and 6 months to 3 years
- ☐ 3 years to 3 years and 6 months
- ☐ 3 years and 6 months to 4 years
- ☐ 4 years or more
- ☐ None

- * 5. You must describe your experience that supports the response from Supplemental Question No. 4. Indicate the approximate date (start/end), position title, department, description of your duties/job experience and scope of responsibility. If you chose "None" for Supplemental Questionnaire No. 4, then indicate "n/a".

- * 6. Bona-fide supervisor and journey-level experience must be within one or more of the following administrative fields. Please check all that apply to your experience.

- ☐ Human Resources
- ☐ Budget
- ☐ Finance
- ☐ Contracts
- ☐ Closely-related administrative field
- ☐ Other
- ☐ None of the above

- * 7. How many years of experience do you have at the level of senior analyst or higher functioning as a consultative role in the Department of Auditor-Controller, Chief Executive Office, Department of Human Resources, or Internal Services Department's Countywide Contracts Division, interpreting and applying County policies, rules, and regulations and providing direction, guidance, and advice to management and administrative staff in County line departments?

Senior-level Analyst work involves functioning in a lead or project management capacity with responsibility for providing guidance and direction to staff on the most specialized, complex, and difficult analytical assignments which impact major departmental programs and administrative operations, or in central agency departments, where they are responsible for providing consultation and guidance to management in County line departments on highly complex issues and problems associated with their area of expertise.

- ☐ 0 to less than 1 year
- ☐ 1 year to less than 1 year and 6 months
- ☐ 1 year and 6 months to less than 2 years
- ☐ 2 years or more
- ☐ None

- * 8. You must describe your experience that supports the response from Supplemental Question No. 7. Indicate the approximate date (start/end), position title, department, description of your duties/job experience and scope of responsibility.

If you chose "None" for Supplemental Question No. 7, then indicate "n/a".

* 9. **SELECTIVE CERTIFICATION**

The following questions will be used to gather information about specific areas of your experience within the administrative fields of human resources, budget, finance, and contracts to determine your eligibility to be placed on the Selective Certification lists.

Read each question carefully and be as specific as possible, including all information related to the area identified for Selective Certification. Comments such as "see resume or application" or incomplete response will not be considered. THE EXPERIENCE YOU CLAIM MUST BE CONSISTENT WITH THE EXPERIENCE LISTED IN YOUR APPLICATION.

You certify that the information provided is accurate and you are aware that the information on the application and supplemental questionnaire is subject to verification. You also understand that any false statements of material facts or omissions may subject you to cancellation of any terms, conditions or privileges of employment.

☐ Yes, I understand the above information and instructions.

* 10. **Human Resources Field:** Check each area of experience you claim at the journey-level analyst.

☐ Experience developing recruitment strategies and administering examinations to produce eligible lists of candidates for hire.

☐ Experience in the development and validation (e.g., criteria related and content related) of employee selection instruments.

☐ Experience in the design, administration, and evaluation of organizational and employee development programs.

☐ Experience conducting classification and salary studies.

☐ Experience conducting investigations in situations involving equity, proposed disciplinary actions, or employee relations issues.

☐ Experience administering and implementing employee health and welfare benefits programs.

☐ Experience providing employees with information regarding protected leave benefits.

☐ Experience developing new or modified human resources policies, programs, and procedures for the resolution of difficult problems.

☐ Experience administering a workers compensation/return to work program.

☐ Experience preparing and presenting cases for Civil Service hearings.

☐ Experience preparing and presenting cases for Employee Relations hearings.

☐ Experience in Personnel Operations: processing new hires, salary placements, transfers, reinstatements, separations, and changes of status (e.g., promotion, restoration, demotion).

☐ I DO NOT have experience in any of the areas above.

* 11. For each of the areas you checked for Question No. 10 (Human Resources), you must fully describe your experience that supports the areas checked.

Indicate all of the following:

- position title,
- department and division/section/unit,
- supervisor name and phone number,
- approximate dates, and
- description of duties/job experience and scope of responsibility

If you have no experience in any of the areas, then indicate "No Experience". Comments such as "see resume or application" or incomplete response will not be considered.

* 12. **Contracts Field :** Check each area of experience you claim at the journey-level analyst.

☐ Experience assisting in contract solicitations, which includes more than one of the following duties: participating in the development of statements of work, fee schedules, evaluation instruments, and evaluation instructions

- ☐ Experience independently performing the full range of contract solicitations duties
- ☐ Experience assisting with the development and amendment of contracts.
- ☐ Experience independently developing and amending contracts.
- ☐ I DO NOT have experience in any of the areas above.

- * 13. For each of the areas you checked for Question No. 12 (Contracts), you must fully describe your experience that supports the areas checked.

Indicate all of the following:

- position title,
- department and division/section/unit,
- supervisor name and phone number,
- approximate dates, and
- description of duties/job experience and scope of responsibility

If you have no experience in any of the areas, then indicate "No Experience". Comments such as "see resume or application" or incomplete responses will not be considered.

- * 14. **Budget/Finance Field:** Check the appropriate box below.

- ☐ I have experience analyzing budgets and making recommendations for the solution of budgetary issues at the journey-level analyst.
- ☐ I DO NOT have experience analyzing budgets and making recommendations for the solution of budgetary issues at the journey-level analyst.

- * 15. For Question No. 14, you must fully describe your experience analyzing budgets and making recommendations for the solution of budgetary issues at the journey-level analyst.

Indicate all of the following:

- position title,
- department and division/section/unit,
- supervisor name and phone number,
- approximate dates, and
- description of duties/job experience and scope of responsibility

If you have no experience in any of the areas, then indicate "No Experience". Comments such as "see resume or application" or incomplete response will not be considered.

- * Required Question

Annual Salary: \$156,177 to \$236,387

The appointee will receive an annual salary, commensurate with qualifications and earning history, as well as an excellent program of benefits that allows employees to choose the benefits that meet their specific needs.

The package includes:

- Retirement plan - a contributory defined benefit plan
- Cafeteria Benefit Plan
- Flexible Spending Accounts
- Savings Plan (401K)
- Deferred Compensation Plan (457)
- Holidays - 11 paid days per year



HOW TO APPLY

This position will be open from June 29, 2016 until filled. Please go to: <http://bit.ly/1N6FR73> and submit your application, cover letter, resume, record of accomplishments, verification of degrees, and current salary.

For confidential inquiries, please contact:

Bill Dukes
Department of Human Resources
Talent Solutions Division
(213) 974-2454
wdukes@hr.lacounty.gov



ASSISTANT DIRECTOR, BENEFITS
DEPARTMENT OF HUMAN RESOURCES

Open from June 29, 2016 until the position is filled

To enrich lives through effective and caring service.





Los Angeles County is recognized by Forbes Magazine as one of America's Best Employers. To be recognized by Forbes Magazine, an organization needs to engage its employees, offer an array of meaningful employee benefits, and provide work that is purposeful and mission-driven. The County is currently seeking an Assistant Director, Human Resources to direct and lead the strategy of administering and driving employee benefits, employee engagement, and employee health and safety countywide.

THE COUNTY OF LOS ANGELES

The County of Los Angeles, has a demographically and geographically diverse population of more than 10 million residents. As the largest employer in Southern California, over 108,000 employees in 36 departments provide vital and wide ranging public services.

DEPARTMENT OF HUMAN RESOURCES

The Department of Human Resources (DHR) is committed to providing innovative and efficient HR solutions to support public service by recruiting, developing, and retaining a highly qualified, diverse workforce. DHR serves as the County's central human resources agency and partners with line HR operations to provide an integrated approach to human resources management with a centralized-decentralized balance.

The goal of DHR is to deliver the mission, vision and strategic direction of the County through its employees: the individuals who make the difference in providing services for the citizens of the County of Los Angeles. The department's budget is over \$74 million, with over 400 budgeted positions.

THE EMPLOYEE BENEFITS BRANCH

With professional staff responsible for execution of employee and dependent health and life insurance benefits, paid time off policies, deferred compensation, employee wellness, return-to-work, occupational health, and other workplace programs, the Employee Benefits Branch plays a key role in retaining the 108,000 employees of the County of Los Angeles. Working with the Chief Executive Office, employee associations, benefits consultants, and a variety of insurance and financial benefits companies, the branch touches the lives of the County's employees and those in the larger community.

THE ASSISTANT DIRECTOR

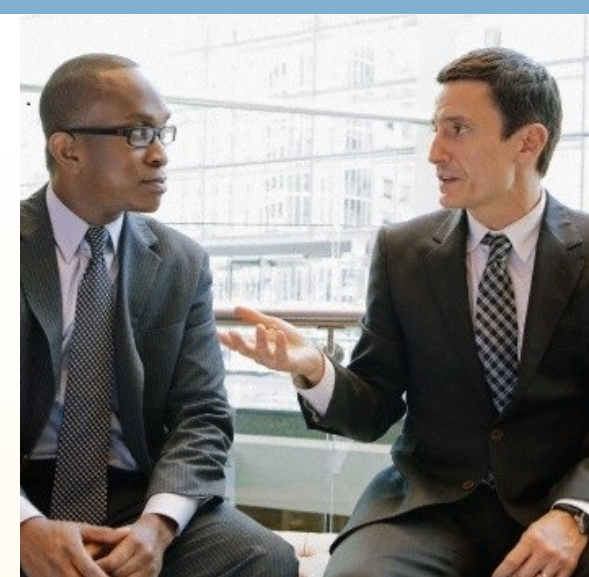
The Assistant Director, Benefits is a key member of the DHR Executive Leadership Team. This individual is responsible for the formulation and implementation of administration policies, program policies, and procedures for the Employee Benefits Branch.

Directing subordinate managers, the Assistant Director exercises executive leadership affecting employee benefits, occupational health and leave management, and return to work programs. Key responsibilities of the Assistant Director, Benefits include fostering a global wellness strategy; managing the implementation and maintenance of the County's employee benefits programs; and developing engaging and informative communications programs.

This is an unclassified (at-will) position, and reports to the Chief Deputy Director, Department of Human Resources.

QUALIFICATIONS

- Undergraduate Degree in Business, Human Resources, or Finance.
- Seven years of enterprise-level experience in corporate benefits design and development some of which must have included managing collectively bargained benefits plans, and management of deferred income plans.
- Health and retirement related certifications preferred.
- Ability to think strategically and execute tactics including managing multiple high priority initiatives and implementation simultaneously.
- Excellent analytical skills and the ability to perform complex cost and financial analysis.
- Able to effectively present complex and analytical information in an understandable manner.
- Excellent organization and project management skills.
- Excellent communication (verbal and written) and customer service skills in interacting with a wide range of internal and external customers/clients.
- Proficient in MS Office including Word, Excel and PowerPoint.
- Required experience working within Benefits / Payroll systems such as Ceridian, ADP, PeopleSoft, SAP, etc.
- Previous work experience in a transformational environment is considered a strong plus.



COUNTY OF LOS ANGELES
invites applications for the position of:

CHIEF PHOTOGRAPHER

SALARY: \$5,479.28 - \$7,185.92 Monthly
\$65,751.36 - \$86,231.04 Annually

OPENING DATE: 06/30/16

CLOSING DATE: 07/18/16 05:00 PM

POSITION/PROGRAM INFORMATION:

EXECUTIVE OFFICE OF THE BOARD OF SUPERVISORS

FILING INFORMATION

FILING START: 07/05/2016

FILING END: FILING WILL BE SUSPENDED AFTER THE FIRST 150 APPLICATIONS ARE RECEIVED, OR ON MONDAY, JULY 18, 2016 AT 5:00 P.M. (PST), WHICHEVER OCCURS FIRST.

EXAM NUMBER

H7083A

TYPE OF RECRUITMENT

Open Competitive Job Opportunity

DEFINITION:

Has immediate charge of a large photographic unit.

CLASSIFICATION STANDARDS:

Positions allocable to this class provide administrative and technical supervision to a photographic staff composed of seven or more Photographers II engaged in performing a wide variety of photographic work for training, public relations, law enforcement, criminal or civil prosecution, public information, and record purposes. Incumbents must exercise a basic knowledge of the principles of supervision and possess the necessary skills to plan, assign, direct departmental staff. Incumbents must have a thorough knowledge of photographic equipment, principles, procedures, and methods in taking and processing of black and white, color, and digital photographs. Incumbents may be required to lift heavy photographic equipment to and from various locations.

ESSENTIAL JOB FUNCTIONS:

Plans, assigns, directs, evaluates and prioritizes the work of the unit; includes scheduling photo shoots, closely tracking project deliverables, and ensuring that timetables and deadlines are met.

Supervises finishing activities, such as black and white and color photo production, negative printing, enlarging, reducing and labeling of photographs.

Provides training to departmental staff regarding photo editing software, and the proper use and maintenance of photographic equipment.

Acts as consultant to the department in matters relating to photography.

Has responsibility for supervising the metadata and maintenance of photographic files and other related records for the department.

Supervises the requests for procurement and maintenance of photographic equipment and supplies,

including oversight and administration of contracts.

Prepares the annual budget and program priorities for the photographic unit; includes the routine reconciliation of the budget and expenditures.

Performs the most sensitive or complex photographic work, as needed.

Arranges artwork, products or props as needed for photographic assignments.

Operates and maintains still or video cameras and related equipment including tripods, filters, and flash attachments.

Manipulates and enhances scanned, digital images or video to create desired effects using computers and specialized software.

Provides direction and determines image and picture composition, selecting and adjusting subjects, equipment, and lighting to produce the desired effects.

Adjusts apertures, shutter speeds and camera focus based on a combination of factors, such as lighting, field depth, and subject motion.

Creates artificial light using flashes and reflectors.

Reviews new products and trends in photography, and determines performance specifications and technical requirements of photo productions or projects.

Confers with clients, both internal and from other County departments, in order to determine the needs, ensure product quality and meet objectives.

Provides administrative and technical supervision to photographic staff, composed of photographers engaged in performing a wide variety of photographic work.

Provides leadership and guidance to staff regarding professional expectations and photographic standards; including training and constructive feedback.

Prepares written reports and memos, and performs data analysis as required.

Operates County-assigned or personal vehicle in order to carry out job-related essential functions.

Oversees, maintains, and updates photography requests and calendars, and confirm assignments with clients, as needed.

REQUIREMENTS:

SELECTION REQUIREMENTS:

TRAINING AND EXPERIENCE:

Four years' experience in the taking and processing of black and white and color photographs, two years of which must have been in a specialized capacity at the level of Photographer II*. Successful completion of advanced photography courses in black and white and color camera techniques and laboratory processes in an accredited college will be accepted for one year of the required non-specialized experience.

SPECIAL REQUIREMENT INFORMATION:

*Photographer II is defined as: Performs specialized photographic work in the service of Los Angeles County.

**In order to receive credit for a college degree, such as a Bachelor's or Masters degree in the field requested, you MUST include a legible copy of the official certificates, official diploma, official

transcripts, or official letter from the accredited institution which shows the area of specialization with your application at the time of filing OR within fifteen (15) calendar days of filing your application. Copies of any aforementioned documents can be submitted via email to BOS-ExecutiveRecruitment@bos.lacounty.gov. Please include your first and last name, and exam title in the subject line.

LICENSE:

A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

PHYSICAL CLASS:

3 - Moderate. Includes standing or walking most of the time, with bending, stooping, squatting, twisting, and reaching; includes working on irregular surfaces, occasionally lifting objects weighting over 25 pounds, and frequent lifting of 10-25 pounds.

DESIRABLE QUALIFICATIONS:

- Supervisory experience, with responsibility in planning, assigning, scheduling, hiring, rating performance evaluations, and disciplining and counseling subordinate staff.
- Experience supervising staff in the following technical areas related to photography: portraiture, event coverage, large group/subject photography shots, architecture photography shots, or social media.
- Experience utilizing Adobe Photoshop software in the completion of photographic assignments.
- A Bachelor's Degree from an accredited four (4) year college or university in the field of Photography**.
- Experience in effectively resolving workplace conflicts.

ADDITIONAL INFORMATION:

EXAMINATION CONTENT:

THIS EXAMINATION WILL CONSIST OF TWO PARTS:

PART I: An evaluation of education and experience based on application information and the Supplemental Questionnaire weighted 50%. Each candidate's background will be evaluated based on the information provided on his/her County of Los Angeles Employment Application and Supplemental Information Questionnaire that pertains to the areas of SELECTION REQUIREMENTS and DESIRABLE QUALIFICATIONS to determine the level and scope of the candidate's job preparation for this position.

PART II: An oral interview weighted 50%. The structured interview will assess: oral expression; knowledge and skills; ethics, integrity, decision-making and leadership; adaptability and flexibility; and interpersonal and public relations.

Candidates must achieve a minimum passing score of 70% or higher on each part of the examination in order to be placed on the eligible list.

ELIGIBILITY INFORMATION:

The names of candidates receiving a passing grade on the examination will be placed on an eligible list in the order of their score group for a period of 12 months following the date of promulgation.

VACANCY INFORMATION:

The resulting eligible list for this examination will be used to fill a vacancy in the Executive Office of the Board of Supervisors.

AVAILABLE SHIFT:

Any

SPECIAL INFORMATION:

Appointees may be required to work any shift, including evenings, nights, weekends and holidays.

For more information about the Los Angeles County Executive Office of the Board of Supervisors, you may visit their website at: www.bos.lacounty.gov

APPLICATION AND FILING INFORMATION:

Applications must be filed online only. We must receive any required documents, if any, at the time of filing OR within fifteen (15) calendar days of filing your application. Copies of any aforementioned documents can be submitted via email to

BOS-ExecutiveRecruitment@bos.lacounty.gov. Please include your first and last name, and exam title in the subject line. **Applications submitted by U.S. Mail, Fax, or in person will not be accepted.**

Apply online by clicking on the "Apply" tab for this posting. You can also track the status of your application using this web site.

Provide any relevant job experience in the spaces provided so we can evaluate your qualifications for the job. For each job held, give the name and address of your employer, your job title, beginning and ending dates, number of hours worked per week, description of work performed, and salary earned.

IMPORTANT NOTES:

Please note that **ALL** information included in the application materials is subject to **VERIFICATION** at any point during the examination and hiring process, including after an appointment has been made.

FALSIFICATION of any information may result in **DISQUALIFICATION** or **RESCISSION OF APPOINTMENT**.

Utilizing **VERBIAGE** from Class Specification and Selection Requirements serving as your description of duties **WILL NOT** be sufficient to meet the requirements. Doing so may result in an **INCOMPLETE APPLICATION** and you may be **DISQUALIFIED**.

SOCIAL SECURITY NUMBER:

All applicants **MUST** enter a valid social security number at the time of filing. Entering anything other than a valid social security (i.e. 000-00-0000, 111-11-1111, etc.) will result in an automatic rejection of your application.

COMPUTER AND INTERNET ACCESS AT PUBLIC LIBRARIES:

For candidates who may not have regular access to a computer or the internet, applications can be completed on computers at public libraries throughout Los Angeles County.

NO SHARING OF USER ID AND PASSWORD:

All applicants must file their application online using their **OWN** user ID and password. Using a family member or friend's user ID and password may erase a candidate's original application record.

Department Contact Name: **Hector Moreno**
Department Contact Phone: (213) 974-1421
Department Contact Email: hmoreno@bos.lacounty.gov

Teletype Phone: (213) 974-1707
Alternate Teletype Phone: (800) 897-0077
California Relay Services Phone: (800) 735-2922
ADA Coordinator Phone: (213) 974-1421

COUNTY OF LOS ANGELES
Employment Information

Any language contained in the job posting supersedes any language contained below.

Your Responsibilities:

1. Completing Your Application:

- a. Before submission of the application, it is your responsibility to ensure that all information provided is correct and complete on the application. Incomplete applications cannot be accepted.
- b. Please list separately the PAYROLL TITLE for each job. Do not group your experience. Specify the beginning and ending dates for each job. If you are a County employee and have been promoted, do NOT list all of your time with the County under your present payroll title.
- c. Your Social Security Number must be included for record control purposes. Federal law requires that all employed persons have a Social Security Number.
- d. To receive APPROPRIATE CREDIT, include a copy of your diploma, transcript, certificate, or license as directed on the job posting.

2. Minimum or Selection Requirements are listed in the job posting.

- a. YOUR APPLICATION WILL BE ACCEPTED ONLY IF IT CLEARLY SHOWS YOU MEET THESE REQUIREMENTS. The information you give will determine your eligibility and is subject to verification at any time.
- b. You must be at least 16 years of age at the time of appointment unless other age limits are stated on the job posting. The Federal Age Discrimination in Employment Act (ADEA) of 1967, as amended, prohibits discrimination on the basis of age for any individual over age 40.
- c. Your experience may be paid or unpaid unless the job posting states otherwise. Experience is evaluated on the basis of a verifiable 40-hour week.

3. Application Deadline:

- a. All job applications must be completed and submitted by the last day of the filing period and closing time indicated on the job posting. Job postings with an open continuous filing period are subject to closure without prior notice. It is to your advantage to file your application early and not wait until the last allowable date and time as you will not be able to apply once the filing period has closed.
- b. Applications for positions designated "Apply in Person" must be filed in person at the address provided on the job posting.

4. Change of Name or Address:

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COUNTY OF LOS ANGELES
Employment Information

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b. If indicated on the job posting, permanent employees who have COMPLETED THEIR INITIAL PROBATIONARY PERIOD AND HOLD A QUALIFYING PAYROLL TITLE may file for promotional examinations if they are within six months of meeting the experience requirements by the last day of filing or at the time of filing for open continuous exams.

6. Equal Employment Opportunity/Non-Discrimination Policy:

a. It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, color, religion, sex, national origin, age, sexual orientation or disability.

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Veteran's Credit: In all open competitive examinations, a veteran's credit of 10 percent of the total credits specified for such examinations will be added to the final passing grade of an honorably discharged veteran who served in the Armed Forces of the United States under any of the following conditions: During a declared war; -or- During the period April 28, 1952 through July 1, 1955; -or- For more than 180 consecutive days, other than for training, any part of which occurred after January 31, 1955, and before October 15, 1976; -or- During the Gulf War from August 2, 1990 through January 2, 1992; -or- For more than 180 consecutive days, other than for training, any part of which occurred during the period beginning September 11, 2001, and ending on August 31, 2010 the last day of Operation Iraqi Freedom; -or- In a campaign or expedition for which a campaign medal or expeditionary medal has been authorized and awarded. Any Armed Forces Expeditionary medal or campaign badge, including El Salvador, Lebanon, Grenada, Panama, Southwest Asia, Somalia, and Haiti qualifies for credit.

A campaign medal holder or Gulf War veteran who originally enlisted after September 7, 1980 (or began active duty on or after October 14, 1982, and has not previously completed 24 months of continuous active duty) must have served continuously for 24 months or the full period called or ordered to active duty.

This also applies to the spouse of such person who, while engaged in such service was wounded, disabled or crippled and thereby permanently prevented from engaging in any remunerative occupation, and also to the widow or widower of any such person who died or was killed while in such service. A DD214, Certificate of Discharge or Separation from Active Duty, or other official documents issued by the branch of service are required as verification of eligibility for Veterans preference. Applicants must submit the documentation for each open competitive exam to qualify for veteran's credit.

Employment Eligibility Information: Final appointment is contingent upon verification of U.S. citizenship or the right to work in the United States.

COUNTY OF LOS ANGELES Employment Information

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given by the County of Los Angeles or its respective employees shall modify the foregoing or create any warranty.

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The County of Los Angeles shall not be liable for any direct, indirect, punitive, incidental, special or consequential damages arising out of or in any way connected with the use of this system or with the delay or inability to use it (or any linked sites), or for any information obtained through this system, or otherwise arising out of the use of this system, the Internet generally or on any other basis.

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Benefit Information: Depending on the position, the successful candidate will enroll in a contributory defined benefit pension plan if the candidate is a "new member" of the County's defined benefit plan (LACERA) on or after January 1, 2013 (first employed by the County on or after December 1, 2012) – unless she or he established reciprocity with another public retirement system in which she or he was a member before January 1, 2013. It should be

Immigration law provides that all persons hired after November 6, 1986, are required to present original documents to the County, within three (3) business days of hiring, which show satisfactory proof of: 1) identity and 2) U.S. employment eligibility.

Los Angeles County Child Support Compliance

Program: In an effort to improve compliance with court-ordered child, family and spousal support obligations, certain employment and identification information (i.e., name, address, Social Security number and date of hire) is regularly reported to the State Directory of New Hires which may assist in locating persons who owe these obligations. Family Code Section 17512 permits under certain circumstances for additional employment and identifying information to be requested. Applicants will not be disqualified from employment based on this information.

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Act (Part 2.8 commencing with Section 12900 of Division 3 of Title 2 of the Government Code) and the Regulations of the Fair Employment and Housing Commission (California Code of Regulations, Title 2, Division 4, Sections 7285.0 through 8504) prohibits employment discrimination based on race or color; religion; national origin or ancestry, physical disability; mental disability or medical condition; marital status; sex or sexual orientation; age, with respect to persons over the age of 40; and pregnancy, childbirth, or related medical conditions.

Test Preparation: Study guides and other test preparation resources may be accessed through the Department of Human Resources website at: <http://hr.lacounty.gov>. Additional test preparation resources may be listed on the job posting.

Accreditation Information: Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services or the Association of International Credential Evaluators, Inc. (AICE).

COUNTY OF LOS ANGELES
Employment Information

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APPLICATIONS MAY BE FILED ONLINE AT:

Position #H7083A
CHIEF PHOTOGRAPHER
HM

<http://hr.lacounty.gov>

Los Angeles, CA 90010

**CHIEF PHOTOGRAPHER Supplemental
Questionnaire**

- * 1. List and provide details of your supervisory experience (including employer name and location, years of experience, tasks performed and number of staff supervised) planning, assigning, scheduling, hiring, rating performance evaluations, and disciplining and counseling subordinate staff. If you do not have experience related to this question, please note Not Applicable (N/A) in your response.
- * 2. List and provide details of your experience (including years of experience and tasks performed) supervising staff in the following technical areas related to photography: portraiture, event coverage, large group/subject photography shots, architecture photography shots, or social media. If you do not have experience related to this question, please note Not Applicable (N/A) in your response.
- * 3. List and provide details of your experience (including years of experience and tasks performed) utilizing Adobe Photoshop software in the completion of photographic assignments. If you do not have experience related to this question, please note Not Applicable (N/A) in your response.
- * 4. Do you have a Bachelor's Degree from an accredited four (4) year college or university in the field of Photography?
Yes No
- * 5. List and provide details of your experience (including scope, methods utilized, and outcome) in effectively resolving workplace conflicts. If you do not have experience related to this question, please note Not Applicable (N/A) in your response.
- * Required Question

**COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH
SERVICE AREA 2
Valley Coordinated Children's Services in Reseda, CA**

TRANSFER OPPORTUNITY

**THIS IS NOT AN OFFICIAL EXAMINATION BULLETIN
RESTRICTED TO LOS ANGELES COUNTY EMPLOYEES ONLY**

Spanish Speaking Clinical Psychologist I or II

Valley Coordinated Children's Services is a child and adolescent crisis intervention and intensive outpatient mental health clinic located in the San Fernando Valley with an opening for a Spanish Speaking Clinical Psychologist I or II. The Clinical Psychologist I or II works as part of an interdisciplinary team to stabilize, diagnose, treat, and advocate for youth and families who present in acute crisis.

DUTIES INCLUDE BUT ARE NOT LIMITED TO:

- Function as the On-Duty Therapist to receive incoming crisis calls and provide crisis assessment services
- Provide intensive outpatient mental health treatment services including crisis intervention and stabilization services
- Engage with client and family members to include them all in a cooperative treatment process, provide psycho-education, imbue hope, and generate a clinical and diagnostic picture of their needs.
- Maintain client charts, complete initial assessments & keep up with heavy and detailed DMH documentation requirements
- Maintain a caseload
- Provide case management
- Advocate for clients within systems such as schools, DCFS, Regional Center, etc.
- Link and connect consumers to viable and appropriate resources.

DESIREABLE QUALITIES:

- Training, experience & skills in the treatment & diagnosis of children and adolescents
- Training, skills & experience in psycho-diagnostic evaluation of children & adolescents.
- Experience working effectively within a multi-disciplinary team;
- Ability to be flexible with evolving programs and work duties;
- Strong interpersonal skills with the ability to work and communicate effectively with other County employees, community agencies and consumer partners;
- Ability to problem solve while working under pressure.
- Bilingual in Spanish/English

Individuals currently holding the title of Clinical Psychologist I or II or who are currently on a Clinical Psychologist I or II certification list are encouraged to submit their resume to the address below. Please submit resume and Performance Evaluations for the last 2 years.

Fax or Email information to: Stacy Becker, Psy.D.

sbecker@dmh.lacounty.gov

Phone number: (818) 708-4500 *** Fax number: (818) 654-1956

**County of Los Angeles – Department of Mental Health
Program Support Bureau – Quality Assurance Division**

TRANSFER OPPORTUNITY

CLINICAL PSYCHOLOGIST II

THIS IS NOT AN OFFICIAL EXAMINATION
RESTRICTED TO PERMANENT EMPLOYEES OF THE DEPARTMENT OF MENTAL HEALTH

The Quality Assurance (QA) Division is recruiting for a Clinical Psychologist II to engage in the provision of QA-related training and technical assistance to the Department's directly-operated and contracted mental health service providers. The position is technical in nature, and emphasizes a comprehensive understanding of, and adherence to, Medi-Cal documentation and claiming standards consistent with Federal, State and County regulations. In addition to these activities, the Division oversees the maintenance of clinical forms and medical records, certifies and recertifies Medi-Cal mental health service providers, and provides consultation on a variety of Departmental projects including the Integrated Behavioral Health Information System. The position reports to the Mental Health Program Manager I who oversees the training and operations unit, and is located at 695 South Vermont Avenue, 15th Floor, Los Angeles CA 90005.

EXAMPLES OF DUTIES:

- Conducts QA-related trainings.
- Develops and/or assists in the development of Power Point presentations and other training materials.
- Provides QA-related consultation and technical assistance to directly-operated and contracted mental health service providers.
- Acts as a QA Lead for multiple service areas and provide QA direction to Service Area QA Liaisons.
- Reviews and tracks materials provided to the Division from individual service providers for adherence to Medi-Cal documentation and claiming standards.
- Participates in audit related conference and meetings with the Auditor Controller.
- Represents the QA Division at meetings and workgroups.

DESIREABLE QUALIFICATIONS:

- Experience as a QA Chair or QA Service Area Liaison.
- Excellent verbal and written communication skills, including public speaking skills.
- Experience in documenting Medi-Cal funded mental health services and a strong understanding of Departmental/Medi-Cal documentation and claiming standards.
- Experience conducting documentation and claiming-related trainings.
- Willingness to learn a large amount of technical information including an array of policies, procedures, rules and regulations with respect to Medi-Cal claiming and documentation standards.
- Flexible, diplomatic, detail-oriented, and willing to travel county-wide.
- Ability to work effectively in a multidisciplinary/multiagency environment, multitask, manage time effectively, prioritize and organize.
- Experience compiling, analyzing and presenting data.
- Strong computer skills, including proficiency in Microsoft Word, Excel, and PowerPoint.

REQUIREMENTS:

All interested permanent employees wishing to be considered for a lateral transfer and who hold the payroll title of Clinical Psychologist II are invited to submit a resume, copies of the last two (2) Performance Evaluations, and copies of the last two (2) years of master time records or e-HR time records **by July 22, 2016** to **Juanita Olivas via fax (213) 351-2491 or email jolivas@dmh.lacounty.gov**.

All materials submitted will be reviewed. Only the most qualified employees, based on the information submitted, will be contacted for an interview. Performance on the interview will determine the final selection. This recruitment announcement will remain open until the needs of the service are met.

AN EQUAL OPPORTUNITY EMPLOYER



COUNTY OF LOS ANGELES
invites applications for the position of:

EXECUTIVE SECRETARY V

SALARY: \$6,152.36 - \$8,069.10 Monthly
\$73,828.32 - \$96,829.20 Annually

OPENING DATE: 06/24/16

CLOSING DATE: 07/08/16 05:00 PM

POSITION/PROGRAM INFORMATION:

OFFICE OF THE DISTRICT ATTORNEY



VACANCY NOTICE

Restricted to permanent employees of Los Angeles County

EXECUTIVE SECRETARY V

(Direct Report to District Attorney Jackie Lacey)
Executive Office of the District Attorney

SALARY:

\$6,152.36 - \$ 8,069.10 Monthly
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ABOUT THE POSITION: The Los Angeles County District Attorney's Office is seeking a highly motivated, well-organized, and professional individual to fill an Executive Secretary V vacancy in the District Attorney's Executive Office. The position performs full-time personal and confidential administrative secretarial assistance to District Attorney Jackie Lacey. The duties of the position can include secretarial clerical tasks such as managing the DA's calendar which includes coordinating meetings, conference calls, interviews and video/photo shoots, taking minutes of meetings and briefings, responding to various invitations and requests, and reviewing documents for the District Attorney's signature. The Executive Office receives numerous requests and inquiries for information on a daily basis which often requires prompt, efficient, accurate and timely responses. Other duties may include identifying, handling, drafting, proofreading, finalizing and/or coordinating responses on behalf of the District Attorney. The position also coordinates logistics with the District Attorney's security team to ensure smooth ingress and egress at venues.

DESIRABLE QUALIFICATIONS:

- Bachelor's Degree.
- Demonstrated flexibility and willingness to work independently and collaboratively in a team oriented environment.
- Excellent written, oral, proofreading, and interpersonal communication skills.
- Strong administrative organizational skills.
- Ability to effectively interact with executive management and elected officials, the public, law enforcement, court personnel, and departmental employees.
- Strong proficiency in Microsoft Office Suite (Outlook, Word, Excel, and PowerPoint) is a must.
- Ability to delegate duties, supervise and lead lower-level secretarial and/or clerical staff.
- Ability to establish priorities and carry out various tasks simultaneously.
- Ability to effectively manage highly confidential and sensitive issues.
- Demonstrated ability to remain calm under tight deadlines.
- Willing to take on additional tasks when needed, such as training, and providing appropriate direction and assistance.
- Ability to problem solve.

PLEASE DO NOT APPLY ONLINE

REQUIREMENTS:

ACCEPTING RESUMES FROM: This transfer opportunity is open to permanent Los Angeles County Employees who passed their initial probationary period and currently hold the County of Los Angeles payroll title of Management Secretary IV, Management Secretary V, Senior Management Secretary II, Senior Management Secretary III, Senior Management Secretary IV, Senior Management Secretary V, Executive Secretary I, Executive Secretary II, Executive Secretary III, Executive Secretary IV, Executive Secretary V, Executive Secretary Unclassified, or equivalent.

Interested employees must submit a cover letter of interest, a resume detailing relevant work experience, two writing samples, and copies of the last two performance evaluations. Only the most qualified candidates will be invited for an interview.

PLEASE SUBMIT THE REQUESTED DOCUMENTS TO:

Tess Masukawa
Human Resources Division
211 West Temple Street, Suite 237
Los Angeles, CA. 90012
Telephone: (213) 257-2722
E-mail: tmasukawa@da.lacounty.gov

NO LATER THAN: FRIDAY, JULY 8, 2016

****THIS IS NOT AN OFFICIAL ANNOUNCEMENT FOR A CIVIL SERVICE EXAMINATION****

PLEASE DO NOT APPLY ONLINE

COUNTY OF LOS ANGELES
Employment Information

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Your Responsibilities:

1. Completing Your Application:

- a. Before submission of the application, it is your responsibility to ensure that all information provided is correct and complete on the application. Incomplete applications cannot be accepted.
- b. Please list separately the PAYROLL TITLE for each job. Do not group your experience. Specify the beginning and ending dates for each job. If you are a County employee and have been promoted, do NOT list all of your time with the County under your present payroll title.
- c. Your Social Security Number must be included for record control purposes. Federal law requires that all employed persons have a Social Security Number.
- d. To receive APPROPRIATE CREDIT, include a copy of your diploma, transcript, certificate, or license as directed on the job posting.

2. Minimum or Selection Requirements are listed in the job posting.

- a. YOUR APPLICATION WILL BE ACCEPTED ONLY IF IT CLEARLY SHOWS YOU MEET THESE REQUIREMENTS. The information you give will determine your eligibility and is subject to verification at any time.
- b. You must be at least 16 years of age at the time of appointment unless other age limits are stated on the job posting. The Federal Age Discrimination in Employment Act (ADEA) of 1967, as amended, prohibits discrimination on the basis of age for any individual over age 40.
- c. Your experience may be paid or unpaid unless the job posting states otherwise. Experience is evaluated on the basis of a verifiable 40-hour week.

3. Application Deadline:

- a. All job applications must be completed and submitted by the last day of the filing period and closing time indicated on the job posting. Job postings with an open continuous filing period are subject to closure without prior notice. It is to your advantage to file your application early and not wait until the last allowable date and time as you will not be able to apply once the filing period has closed.
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APPLICATIONS MAY BE FILED ONLINE AT:

Position #T21241
EXECUTIVE SECRETARY V
SS

<http://hr.lacounty.gov>

Los Angeles, CA 90010



POSITION TITLE: FACILITIES SERVICES SUPERVISOR

SALARY: \$5,399.09 - \$6,891.27 Monthly
New Salary Effective July 1, 2016: \$5,615.82 - \$7,168.36 Monthly

OPENING DATE: 06/29/2016

CLOSING DATE: 07/15/2016

EXAM NUMBER: R9775B

TYPE OF RECRUITMENT: Open Competitive Job Opportunity

Los Angeles Superior Court is seeking dynamic, well-qualified and highly-motivated individual to fill the position of Facilities Services Supervisor.

Become part of the Los Angeles Superior Court, where you can give back to your community by working for justice and fairness. Individuals interested in becoming part of a well-skilled, knowledgeable, high performance workforce that rewards performance and creativity should apply.

Los Angeles Superior Court is the largest unified trial court in the United States with nearly 600 courtrooms presided over by 550 bench officers and 4,500 full-time employees. The Court has 38 Court locations, serving 88 cities and 118 law enforcement agencies countywide.

The Facilities Services Supervisor is responsible for coordinating the activities of a section that provides a variety of court-wide facilities-related services, including facilities surveys and inventories, facilities repair, coordination of Judicial Council of California facilities maintenance projects, implementation of health and safety projects, as well as facilities signage and locks. The incumbent will plan, organize, and balance the work of staff to ensure timely delivery of services and compliance with applicable codes, regulations and policies. The Facilities Services Supervisor must have the skill to read construction documents; such as blueprints and knowledge of standard building systems (e.g. mechanical, HVAC, plumbing, electrical, elevator, fire sprinkler, and similar systems) to monitor and coordinate facilities repairs, alterations, and enhancements to office buildings typically ranging in size from 20,000 to 500,000 square feet or more. For a detailed job description, please click [HERE](#).

MINIMUM REQUIREMENTS:

To qualify, you must meet one of the following options at the time of filing:

OPTION I: Two years experience at the level of Los Angeles Superior Court Facilities Services Assistant.

OPTION II: Graduation from high school or G.E.D. equivalent -AND- Five years of recent experience performing on-site building/facilities management duties and functions, including experience in assisting and coordinating office repairs and preparing new facilities for occupancy.

Note: Credit for experience is given based on a 40-hour workweek. Part-time experience is credited on a part-time ratio, i.e., working 20 hours per week for two months equals one month of experience. No additional credit is given for overtime.

No out-of-class experience will be accepted.

Licenses; Certificates; Special Requirements

A valid California Class C Driver's License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

Frequent travel to multiple locations within Los Angeles County to carry out assigned duties and responsibilities.

DESIRABLE QUALIFICATIONS:

- Post high school degrees such as: Associate, Bachelor's, Master's, Doctorate Degrees
- Supervisory experience of professional and non-professional staff
- Experience working in a public agency
- Skill to use standard Computer-Aid Drafting (CAD) software such as Autodesk's (AutoCAD)

EXAMINATION**INFORMATION:**

Part I: Qualifying evaluation of education, training and experience based upon submitted application materials and supplemental questionnaire. The applicants with the highest qualifications as determined through this evaluation process will be invited to participate in the examination process.

Part II: Written examination, weighted 40% covering Technical Knowledge, English Usage, Reading Comprehension, Leadership/Supervision Skills and Interpersonal Skills.

Part III: Oral examination, weighted 35%, covering Organizational Skills, Oral Communication, Technical Knowledge and general ability to perform the duties of the position

Part IV: Written Assessment, weighted 25%, covering Analytical Ability and Computer Usage.

APPLICATION and FILING INFORMATION:

Applications may only be filed online. To learn how to apply online, please access the [Online Employment Application Guide](#). Los Angeles Superior Court reserves the right to verify all submitted documentation prior to appointment. The Court will only consider completed applications submitted, along with the required documents, and will reject incomplete applications. A resume will not substitute for a fully completed employment application. To facilitate the full and proper consideration of your work experience, clearly specify what professional experience meets the required job qualifications. When listing your work experience, please specify the beginning and end dates for each job you held and describe your experience for each position.

Please provide a current and accurate e-mail address for the Court to communicate with you about this job opportunity. Human Resources staff will notify all applicants of their application status via e-mail. We recommend that you add info@governmentjobs.com to your e-mail address book to avoid the notification being filtered as spam mail.

Los Angeles Superior Court is an equal opportunity employer. Applicants with disabilities who require reasonable accommodations to participate in the recruitment process can contact the email address provided below. For additional employment information, please click [here](#).

Questions regarding this posting may be emailed to YRodriguez2@LACourt.org.

WHAT TO EXPECT NEXT:

We will notify you of the outcome after each step of the recruitment process has been completed. Applicants who successfully pass each (and all) examination part(s) will be placed on an eligible list good for one year. Other vacancies may be filled using this list.

Exam
Facilities Services Supervisor

#R9775B



Applications may be submitted online at www.lacourt.org

OR via the HR computer kiosk at

Los Angeles Superior Court

Human Resources Administration

111 N. Hill Street, Room 203

Los Angeles, CA 90012



Facilities Services Supervisor Supplemental Questionnaire

- * 1. **INSTRUCTIONS:** The information you provide on this online supplemental questionnaire will be evaluated. **All questions must be answered.** You are encouraged to respond as specifically and as completely as possible. Attaching or referencing a resume will not be considered responsive. Incomplete responses, false statements, omission of a material fact and partial information can result in disqualification.
 - ☐ Please check the box to indicate you have read and understood the instructions.
- * 2. Please check your highest level of COMPLETED education.
 - ☐ High School or G.E.D.
 - ☐ Associate Degree
 - ☐ Bachelor's Degree
 - ☐ Master's Degree
 - ☐ Doctorate Degree
- * 3. What was the major/field of study for your college degree(s)? Please attach a copy of your college diploma, if applicable.
- * 4. Please describe your level of knowledge of space planning and interior design principles? Specify how you applied this knowledge to your work experience. If you have no experience, write N/A.
- * 5. Please describe your level of knowledge of governing building codes, as well as regulations and procedures governing building maintenance and safety. Specify how you applied this knowledge to your work experience. If you have no experience, write N/A.
- * 6. Please describe your proficiency level and knowledge of Microsoft Office programs (Word, Excel, PowerPoint, Outlook, Access)
- * Required Question

**COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH
SERVICE AREA 2
Adult Program Administration**

TRANSFER OPPORTUNITY

Intermediate Typist Clerk (Spanish Speaking)

The Service Area 2 Adult Program Administration is looking for an experienced Intermediate Clerk Typist (ITC). Working under a Mental Health Clinical Supervisor, this position is part of a field based mobile team that will outreach, engage and triage homeless individuals with mental illness in the San Fernando Valley and Santa Clarita Valley geographic areas.

DUTIES INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Oversight of ITC assignments and daily workflow. Reception coverage entering, completing cash reconciliations, completing bus token and stamp reconciliation
- Running 270 Report in IBHIS
- Responsible for posting claims in IBHIS: including checking financial eligibility, system-wide registrations and family registrations in IHBIS
- Data entry, scanning documents/paperwork into IBHIS
- LUA for IBHIS
- Update and maintain time records
- Completion of new hire packets
- Oversee CAL-Cards, petty cash and bus token disbursement
- County vehicle coordinator, responsible for vehicle log and maintenance
- Other duties as assigned by the supervisor or District Chief
- Xeroxing, scanning and faxing
- Essential office duties

DESIREEABLE QUALITIES:

- Spanish speaking
- Highly organized and detail oriented
- Ability to work collaboratively with various team members
- Proficient at using various computer programs including IBHIS, Microsoft Word, Excel, Outlook, and the Integrated System (IS)
- Excellent customer service skills
- Multitasking skills
- Flexible

Individuals currently holding the title of Intermediate Clerk Typist are encouraged to submit their resume and Performance Evaluations for the last 2 years to the contacts below.

Darrell Scholte
dscholte@dmh.lacounty.gov
818-610-6705 (ph)
818-347-8736 (fax)

Ramona Casupang
rcasupang@dmh.lacounty.gov
818-610-6726 (ph)

**COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH
NORTHEAST MENTAL HEALTH CENTER & NORTHEAST WELLNESS CENTER**



TRANSFER OPPORTUNITY

INTERMEDIATE TYPIST CLERK

THIS IS NOT AN OFFICIAL EXAMINATION

RESTRICTED TO PERMANENT EMPLOYEES OF THE DEPARTMENT OF MENTAL HEALTH

Northeast Mental Health Center and Northeast Wellness Center are seeking a highly qualified Bilingual Spanish-speaking individual to fill the position of Intermediate Typist Clerk. Northeast programs provide a supportive, encouraging, and hopeful experience for mental health consumers who are actively working to improve their connection to others and integration into community. Candidates who possess excellent administrative, organizational, verbal and written communication skills and an ability to function in a fast-paced environment are encouraged to apply.

EXAMPLE OF DUTIES:

- Promote a welcoming, supportive and friendly experience for mental health consumers and community
- Provide accurate information to mental health consumers and community about our program and direct inquiries to appropriate team member
- Input data into IBHIS, such as posting service claims, running reports, conducting client searches and updating client information
- Receive and log payments from clients and making bank deposits as appropriate
- Maintain and update program logs and rosters
- Organize, photo copy, scan, fax and distribute documents, as necessary
- Other duties as assigned by Program Manager

DESIRABLE QUALIFICATIONS:

- Bilingual Spanish-speaking preferred
- Ability to prioritize and organize assignments to meet deadlines
- Strong verbal and written communication skills
- Adaptable to changing priorities and flexible to meet program needs
- Highly-skilled in working with computer programs: IBHIS, Word, Excel, Outlook and Power Point
- Ability to represent our Department professionally and communicate effectively with community members and personnel within our Department, other County Departments, Contract Providers and the Public
- Knowledge of eCAPS

Interested individuals who are currently holding the payroll title of Intermediate Typist Clerk are encouraged to e-mail their resume, last two (2) Performance Evaluations, and last two (2) years of Time History **by July 8, 2016 to:**

**Javon Brown, Staff Assistant I
Northeast Mental Health Center
5321 Via Marisol
Los Angeles, CA 90042
(323) 478-8200
Fax: (323) 254-3200
jbrown@dmh.lacounty.gov**

**COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH
SERVICE AREA 2
Valley Coordinated Children's Services in Reseda, CA**

TRANSFER OPPORTUNITY

**THIS IS NOT AN OFFICIAL EXAMINATION BULLETIN
RESTRICTED TO LOS ANGELES COUNTY EMPLOYEES ONLY**

Spanish Speaking Mental Health Clinician I or II

Valley Coordinated Children's Services is a child and adolescent crisis intervention and intensive outpatient mental health clinic located in the San Fernando Valley with an opening for a Mental Health Clinician I or II with bilingual/Spanish/English speaking skills. The Mental Health Clinician I or II works as part of an interdisciplinary team to stabilize, diagnose, treat, and advocate for youth and families who present in acute crisis.

DUTIES INCLUDE BUT ARE NOT LIMITED TO:

- Function as the On-Duty Therapist to receive incoming crisis calls and provide crisis assessment services
- Provide intensive outpatient mental health treatment services including crisis intervention and stabilization services
- Engage with client and family members to include them all in a cooperative treatment process, provide psycho-education, imbue hope, & generate a clinical & diagnostic picture of their needs.
- Maintain client charts, complete initial assessments & keep up with heavy and detailed DMH documentation requirements
- Maintain a caseload
- Provide case management
- Advocate for clients within systems such as schools, DCFS, Regional Center, etc.
- Link and connect consumers to viable and appropriate resources.

DESIREABLE QUALITIES:

- Experience working effectively within a multi-disciplinary team;
- Ability to be flexible with evolving programs and work duties;
- Strong interpersonal skills with the ability to work and communicate effectively with other County employees, community agencies and consumer partners;
- Superior time management skills;
- Ability to be flexible;
- Ability to problem solve while working under pressure.
- Bilingual Spanish/English required

Individuals currently holding the title of Mental Health Clinician I or II or who are currently on a Mental Health Clinician I or II certification list are encouraged to submit their resume to the address below. Please submit resume and Performance Evaluations for the last 2 years.

Fax or Email information to:

Stacy Becker, Psy.D.

sbecker@dmh.lacounty.gov

Phone number: (818) 708-4500 *** Fax number: (818) 654-1956



COUNTY OF LOS ANGELES
invites applications for the position of:

PARALEGAL

SALARY: \$4,056.28 - \$5,615.82 Monthly
\$48,675.36 - \$67,389.84 Annually

OPENING DATE: 06/29/16

CLOSING DATE: 07/14/16 05:00 PM

POSITION/PROGRAM INFORMATION:

OFFICE OF THE DISTRICT ATTORNEY



VACANCY NOTICE

PARALEGAL

**Bureau of Prosecution Support Operations
Community Prosecution Division, Restitution Enhancement Program**

ABOUT THE POSITION: The Office of the District Attorney is seeking a highly motivated, well-organized, and professional individual to fill a Paralegal vacancy located in the Bureau of Prosecution Support, Community Prosecution Division, Restitution Enhancement Program. This vacancy is located at the Hall of Records at 320 West Temple Street, Los Angeles, California 90012. The position requires that a Paralegal would assist Deputy District Attorneys (DDA) by establishing direct contact and engaging with victims of crime (and their families or representatives) to obtain and report information regarding economic loss as a result of crime and to interface with the Victims Compensation Government Claims Board (VCGCB) to identify and recover assistance monies paid to victims. Duties also include reviewing district attorney case files; accessing computer databases (PIMS, TCIS, etc.) for the purpose of determining restitution amounts; legal research drafting motions; filing abstracts; and communicating with DDAs and court personnel. This position requires the ability to create motions to recover restitution assistance paid by the VCGCB. Additional duties include writing letters and memoranda; analyzing victim loss documentation; and handling a high volume of calls and letters from victims. This position provides a unique opportunity to assist victims in a very direct manner.

DESIRABLE QUALIFICATIONS:

- Excellent oral and written communication, grammar, and language skills.
- Excellent computer skills.
- Excellent organizational skills.
- Proficient in computer programs (TCIS, PIMS, etc.).
- Meticulous attention to detail.
- Ability to accurately identify legal issues.
- Ability to produce work that is neat, thorough, and accurate while under the pressure of deadlines.
- Ability to work independently and cooperatively within a team.
- Ability to interact effectively with the public, crime victims, law enforcement, court personnel, judicial agencies, and state and local agencies who collect and distribute restitution.

PLEASE DO NOT APPLY ONLINE

REQUIREMENTS:

ACCEPTING RESUMES FROM: Permanent employees of the Los Angeles County District Attorney's Office currently holding or who previously held the payroll title of Paralegal and those who are on the current Paralegal certification list may apply. Interested employees should submit a cover letter of interest, a resume detailing relevant work experience, and copies of the last two performance evaluations. Individuals who are on the certification list and are not currently employed by the Los Angeles District Attorney's Office are also invited to apply and should submit any other relevant material that demonstrates suitability for the position in lieu of the last two performance evaluations. Only the most qualified individuals will be invited for an interview.

PLEASE SUBMIT THE REQUESTED DOCUMENTS TO:

Tracy Anderson
Supervising Paralegal
11701 Alameda Street, Room 3285
Lynwood, California 90262
Telephone: (323) 357-5353
Fax: (323) 357-7352
E-mail: tanderson@da.lacounty.gov

NO LATER THAN: THURSDAY, JULY 14, 2016

****THIS IS NOT AN OFFICIAL ANNOUNCEMENT FOR A CIVIL SERVICE EXAMINATION****

PLEASE DO NOT APPLY ONLINE

COUNTY OF LOS ANGELES
Employment Information

Any language contained in the job posting supersedes any language contained below.

Your Responsibilities:

1. Completing Your Application:

- a. Before submission of the application, it is your responsibility to ensure that all information provided is correct and complete on the application. Incomplete applications cannot be accepted.
- b. Please list separately the PAYROLL TITLE for each job. Do not group your experience. Specify the beginning and ending dates for each job. If you are a County employee and have been promoted, do NOT list all of your time with the County under your present payroll title.
- c. Your Social Security Number must be included for record control purposes. Federal law requires that all employed persons have a Social Security Number.
- d. To receive APPROPRIATE CREDIT, include a copy of your diploma, transcript, certificate, or license as directed on the job posting.

2. Minimum or Selection Requirements are listed in the job posting.

- a. YOUR APPLICATION WILL BE ACCEPTED ONLY IF IT CLEARLY SHOWS YOU MEET THESE REQUIREMENTS. The information you give will determine your eligibility and is subject to verification at any time.
- b. You must be at least 16 years of age at the time of appointment unless other age limits are stated on the job posting. The Federal Age Discrimination in Employment Act (ADEA) of 1967, as amended, prohibits discrimination on the basis of age for any individual over age 40.
- c. Your experience may be paid or unpaid unless the job posting states otherwise. Experience is evaluated on the basis of a verifiable 40-hour week.

3. Application Deadline:

- a. All job applications must be completed and submitted by the last day of the filing period and closing time indicated on the job posting. Job postings with an open continuous filing period are subject to closure without prior notice. It is to your advantage to file your application early and not wait until the last allowable date and time as you will not be able to apply once the filing period has closed.
- b. Applications for positions designated "Apply in Person" must be filed in person at the address provided on the job posting.

Social Security Act of 2004: Section 419 (c) of Public Law 108-203, the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security. The County of Los Angeles does not participate in the Social Security System. All newly hired County of Los Angeles employees must sign a statement (Form SSA-1945) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit entitlement. For more information on Social Security and about each provision, you may visit the website www.socialsecurity.gov, or call toll free 1-800-772-1213. Persons who are deaf or hard of hearing may call the TTY number 1-800-325-0778 or contact a local Social Security office.

Record of Convictions: As part of the selection process you may be required to complete and submit a Candidate Conviction History Questionnaire (CCHQ). PLEASE DO NOT SUBMIT THE CCHQ WITH YOUR APPLICATION, unless instructed to do so. A full disclosure of all convictions is required, when requested. Failure to disclose convictions will result in disqualification. Not all convictions constitute an automatic bar to employment. Factors such as your age at the time of the offense(s), and the recency of offense(s) will be taken into account, as well as the relationship between the offense(s) and the job(s) for which you apply. However, any applicant for County employment who has been convicted of workers' compensation fraud is automatically barred from employment with the County of Los Angeles (County Code Section 5.12.110). ANY CONVICTIONS OR COURT RECORDS WHICH ARE EXEMPTED BY A VALID COURT ORDER DO NOT HAVE TO BE INCLUDED.

For more information regarding convictions that are not subject to disclosure, please refer to the CCHQ from the link below:

http://file.lacounty.gov/dhr/CCHQ_2014.pdf

Americans with Disabilities Act of 1990: All positions are open to qualified men and women. Pursuant to the Americans with Disabilities Act of 1990, persons with disabilities who believe they need reasonable accommodation, or help in order to apply for a position, may contact the ADA/Personnel Services for Disabled Persons Coordinator. Hearing

COUNTY OF LOS ANGELES
Employment Information

Any language contained in the job posting supersedes any language contained below.

4. Change of Name or Address:

To change personal information such as your name or address, log into your profile and make the necessary change. This can be done at any time.

impaired applicants with telephone teletype equipment may leave messages by calling the teletype phone number on the job posting. The County will attempt to meet reasonable accommodation requests whenever possible.

5. Promotional Examinations:

a. Some of your experience may have been in a position in which such work is not typically performed. If such experience is permitted as indicated on the job posting, a signed Verification of Experience Letter (VOEL) signed by your department's Human Resources Office must be attached to your application unless otherwise stated on the job posting.

b. If indicated on the job posting, permanent employees who have COMPLETED THEIR INITIAL PROBATIONARY PERIOD AND HOLD A QUALIFYING PAYROLL TITLE may file for promotional examinations if they are within six months of meeting the experience requirements by the last day of filing or at the time of filing for open continuous exams.

Veteran's Credit: In all open competitive examinations, a veteran's credit of 10 percent of the total credits specified for such examinations will be added to the final passing grade of an honorably discharged veteran who served in the Armed Forces of the United States under any of the following conditions: During a declared war; -or- During the period April 28, 1952 through July 1, 1955; -or- For more than 180 consecutive days, other than for training, any part of which occurred after January 31, 1955, and before October 15, 1976; -or- During the Gulf War from August 2, 1990 through January 2, 1992; -or- For more than 180 consecutive days, other than for training, any part of which occurred during the period beginning September 11, 2001, and ending on August 31, 2010 the last day of Operation Iraqi Freedom; -or- In a campaign or expedition for which a campaign medal or expeditionary medal has been authorized and awarded. Any Armed Forces Expeditionary medal or campaign badge, including El Salvador, Lebanon, Grenada, Panama, Southwest Asia, Somalia, and Haiti qualifies for credit.

6. Equal Employment Opportunity/Non-Discrimination Policy:

a. It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, color, religion, sex, national origin, age, sexual orientation or disability.

b. If you require material in an ALTERNATE FORMAT or are an individual requesting REASONABLE ACCOMMODATION(S) in the examination process for a physical or mental disability, please CONTACT THE AMERICANS WITH DISABILITIES ACT (ADA) COORDINATOR LISTED ON THE JOB POSTING. The provision of reasonable accommodation may be subject to verification of disability as allowable with State and Federal law. All disability-related information will remain confidential.

A campaign medal holder or Gulf War veteran who originally enlisted after September 7, 1980 (or began active duty on or after October 14, 1982, and has not previously completed 24 months of continuous active duty) must have served continuously for 24 months or the full period called or ordered to active duty.

Disclaimer: The County of Los Angeles is not responsible or in any way liable for any computer hardware or software malfunction which may affect the employment application or the application selection process.

This also applies to the spouse of such person who, while engaged in such service was wounded, disabled or crippled and thereby permanently prevented from engaging in any remunerative occupation, and also to the widow or widower of any such person who died or was killed while in such service. A DD214, Certificate of Discharge or Separation from Active Duty, or other official documents issued by the branch of service are required as verification of eligibility for Veterans preference. Applicants must submit the documentation for each open competitive exam to qualify for veteran's credit.

You assume all responsibility and risk for the use of this system and the Internet generally. This system and the information provided on it are provided on an "as is" and "as available" basis without warranties of any kind, either

COUNTY OF LOS ANGELES Employment Information

Any language contained in the job posting supersedes any language contained below. express or implied. No advice or information given by the County of Los Angeles or its respective employees shall modify the foregoing or create any warranty.

The County of Los Angeles expressly disclaims any warranty that the information on this system or on the Internet generally will be uninterrupted or error free or that any information, software or other material accessible from the system is free of viruses or other harmful components. You shall have no recourse against the County of Los Angeles as the system provider for any alleged or actual infringement of any proprietary rights a user may have in anything posted or retrieved on our system.

The County of Los Angeles shall not be liable for any direct, indirect, punitive, incidental, special or consequential damages arising out of or in any way connected with the use of this system or with the delay or inability to use it (or any linked sites), or for any information obtained through this system, or otherwise arising out of the use of this system, the Internet generally or on any other basis.

NOTE: Your application is submitted using Secure Encryption to ensure the privacy of all information you transmit over the Internet.

By accepting the Use Disclaimer set forth here, you agree to all of the above terms and further agree to use this Online Job Employment Application System only for the submission of bona fide employment applications to the County of Los Angeles. Any other use of this Online Job Employment Application System, including without limitation any copying, downloading, translation, decompiling, or reverse engineering of the system, data, or related software, shall be a violation of the Use Disclaimer.

Benefit Information: Depending on the position, the successful candidate will enroll in a contributory defined benefit pension plan if the candidate is a "new member" of the County's defined benefit plan (LACERA) on or after January 1, 2013 (first employed by the County on or after December 1, 2012) – unless she or he established reciprocity with another public retirement system in which she or he was a

Employment Eligibility Information: Final appointment is contingent upon verification of U.S. citizenship or the right to work in the United States. Immigration law provides that all persons hired after November 6, 1986, are required to present original documents to the County, within three (3) business days of hiring, which show satisfactory proof of: 1) identity and 2) U.S. employment eligibility.

Los Angeles County Child Support Compliance Program: In an effort to improve compliance with court-ordered child, family and spousal support obligations, certain employment and identification information (i.e., name, address, Social Security number and date of hire) is regularly reported to the State Directory of New Hires which may assist in locating persons who owe these obligations. Family Code Section 17512 permits under certain circumstances for additional employment and identifying information to be requested. Applicants will not be disqualified from employment based on this information.

The California Fair Employment and Housing Act (Part 2.8 commencing with Section 12900 of Division 3 of Title 2 of the Government Code) and the Regulations of the Fair Employment and Housing Commission (California Code of Regulations, Title 2, Division 4, Sections 7285.0 through 8504) prohibits employment discrimination based on race or color; religion; national origin or ancestry, physical disability; mental disability or medical condition; marital status; sex or sexual orientation; age, with respect to persons over the age of 40; and pregnancy, childbirth, or related medical conditions.

Test Preparation: Study guides and other test preparation resources may be accessed through the Department of Human Resources website at: <http://hr.lacounty.gov>. Additional test preparation resources may be listed on the job posting.

Accreditation Information: Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation

COUNTY OF LOS ANGELES
Employment Information

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member before January 1, 2013. It should be noted that County employees do not pay into Social Security, but do pay the Medical Hospital Insurance Tax portion of Social Security at a rate of 1.45%. The Los Angeles County Employees Retirement Association (LACERA) has reciprocal agreements with several public retirement systems in California.	agency recognized by The National Association of Credential Evaluation Services or the Association of International Credential Evaluators, Inc. (AICE).
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APPLICATIONS MAY BE FILED ONLINE AT:

Position #T9232L
PARALEGAL
RD

<http://hr.lacounty.gov>

Los Angeles, CA 90010

**COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH
EMERGENCY OUTREACH BUREAU
*Law Enforcement Mental Health
LAPD SMART***

**VACANCY ANNOUNCEMENT
*Psychiatric Social Worker I & II
Mental Health Clinician I & II***

This position will work a 4/40 schedule (Wednesday thru Saturday 3:30 pm to 2:00 am) within the City of Los Angeles and will work in partnership with the Los Angeles Police Department performing field crisis evaluations and other calls for service. Position will work under the oversight of supervisory staff. Within agency guidelines and professional standards, clinicians of these positions team up with a police officer in law enforcement vehicles to provide mobile emergency services to persons with a mental health disorder. Primary assignments require that the clinicians be able to consistently and effectively intervene, in acute and life threatening situations, in order to prevent harm to others, harm to self and assist with the basic needs such as food, clothing and shelter for those individuals who are incapable of securing these necessities due to a severe and persistent mental illness. Positions allocable to this program also provide mental health consultation services to other health disciplines, law enforcement agencies, other community agencies, and families of the consumers.

EXAMPLES OF DUTIES:

- Provide outreach, engagement, and linkage services within the City of Los Angeles to persons who have or are risk for mental illness.
- Provide mobile psychiatric assessment and evaluation for voluntary and involuntary hospitalization. Depending upon the apparent seriousness of the situation, signs application for immediate 72 hour detention at a LPS hospital facility, schedules an appointment for evaluation and treatment at a Mental Health Clinic, or makes referrals and linkages.
- Provide mobile crisis intervention to communities, families and consumers.
- Respond to consumers decompensating and in need immediate work with law enforcement to assist persons facing eviction and suspected of having mental disorders.
- Respond to requests from Adult Protective Services, Department of Children Services, and schools when police assistance is required at the scene.
- Avert violent confrontations between consumers and law enforcement through the use of verbal de-escalation techniques.
- Participate in providing roll-call training to LAPD Police officers.
- Provide consultation services to community agencies, county directly operated clinics; county contracted clinics, family members and schools to advise the consultee on the utilization of the Law Enforcement/Mental Health Teams pertinent to the recognition of mental health crisis dealt with by these facilities.

Interested individuals holding title to the above positions are encouraged to **FAX** their resume, by **July 15, 2016** to:

**Charles Lennon LCSW, Program Head
Emergency Outreach Bureau
550 South Vermont, 10h Floor
Los Angeles, CA 90020
Phone: (213) 996-1347
FAX: (213) 996-1350
clennon@dmh.lacounty.gov**

**COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH
SERVICE AREA 2
Valley Coordinated Children's Services in Reseda, CA**

TRANSFER OPPORTUNITY

**THIS IS NOT AN OFFICIAL EXAMINATION BULLETIN
RESTRICTED TO LOS ANGELES COUNTY EMPLOYEES ONLY**

Spanish Speaking PSYCHIATRIC SOCIAL WORKER I or II

Valley Coordinated Children's Services is a child and adolescent crisis intervention and intensive outpatient mental health clinic located in the San Fernando Valley with an opening for a Psychiatric Social Worker I or II bilingual in Spanish/English. The Psychiatric Social Worker I or II works as part of an interdisciplinary team to stabilize, diagnose, treat, and advocate for youth and families who present in acute crisis.

DUTIES INCLUDE BUT ARE NOT LIMITED TO:

- Function as the On-Duty Therapist to receive incoming crisis calls & provide crisis assessment services
- Provide intensive outpatient mental health treatment services including crisis intervention & stabilization services
- Engage with client & family members to include them all in a cooperative treatment process, provide psycho-education, imbue hope, & generate a clinical & diagnostic picture of their needs.
- Maintain client charts, complete initial assessments & keep up with heavy and detailed DMH documentation requirements
- Maintain a caseload
- Provide case management
- Advocate for clients within systems such as schools, DCFS, Regional Center, etc.
- Link and connect consumers to viable and appropriate resources.

DESIREABLE QUALITIES:

- Experience working effectively within a multi-disciplinary team;
- Ability to be flexible with evolving programs and work duties;
- Strong interpersonal skills with the ability to work and communicate effectively with other County employees, community agencies and consumer partners;
- Superior time management skills;
- Ability to be flexible;
- Ability to problem solve while working under pressure.
- Bilingual in Spanish/English required.

Individuals currently holding the title of Psychiatric Social Worker I or II or who are currently on a Psychiatric Social Worker I or II certification list are encouraged to submit their resume to the address below. Please submit resume and Performance Evaluations for the last 2 years.

Fax or Email information to:

Stacy Becker, Psy.D.

sbecker@dmh.lacounty.gov

Phone number: (818) 708-4500 *** Fax number: (818) 654-1956

**COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH
COUNTYWIDE RESOURCE MANAGEMENT**

TRANSFER OPPORTUNITY

PSYCHIATRIC SOCIAL WORKER II

Countywide Resource Management (CRM) – Community Reintegration Program (CRP), which provides mental health screening/triage and linkage for offenders with mental illness who are being released to Los Angeles County from the California Department of Corrections and Rehabilitation (CDCR) is recruiting a Psychiatric Social Worker II to assess, triage and link clients to various levels of care. With the passage of the 2011 Public Safety Realignment Legislation, Assembly Bill (AB)109, a significant number of inmates will no longer be released to traditional State Parole. Effective October 1, 2011, certain offenders have been released to Post Release Community Supervision (PRCS) upon completion of their prison term. The CRM-CRP provides mental health screening/triage and linkage to community-based mental health services for these clients. Primary duties and responsibilities of this position include:

- Completing mental health assessments on AB109 clients being referred at a co-located probation HUB; triage, consult and make referrals for mental health treatment upon release from prison; collaborate with the Probation Department on release planning for inmates identified for release from prison.
- Collaborating with community mental health agencies and directly operated program staff dealing with the target population regarding community alternatives available to inmates on reentry.
- Providing linkage for inmates being released from jail to various levels of care.
- Identify system barriers to the successful reintegration of inmates into communities and work with the Supervising Psychiatric Social worker and community partners to resolve barriers.
- Providing coverage for other clinicians at one of the other hubs as needed.
- Provide other duties as assigned by management.
- Consulting with community mental health agencies and directly operated program staff dealing with the target population regarding community alternatives available to inmates on reentry.
- Providing other duties as assigned by management.

DESIRABLE QUALIFICATIONS:

- Knowledge and experience in providing services to adult clients with forensic or criminal justice histories *preferred*.
- Excellent clinical, assessment and communication skills.
- Skill in tracking, multi-tasking, and prioritizing under pressure.
- Ability to be creative, problem solve, delegate and motivate.
- Experience working with a multidisciplinary team.
- Experience with electronic (IBHIS) chart record
- Adaptable and flexible.

Interested individuals holding the payroll title of Psychiatric Social Worker II are encouraged to email their resume, last two (2) Performance Evaluations, and last two (2) years of master time records **to:**

TAndrewsHarper@dmh.lacounty.gov

**Tracie Andrews, LCSW
Mental Health Clinical Supervisor
Countywide Resource Management-Community Reintegration Program**



COUNTY OF LOS ANGELES
invites applications for the position of:

REGIONAL PLANNING ASSISTANT II

SALARY: \$5,439.18 - \$6,756.82 Monthly
\$65,270.16 - \$81,081.84 Annually

OPENING DATE: 07/08/16

CLOSING DATE: Continuous

POSITION/PROGRAM INFORMATION:



EXAM NUMBER
R4430D

FIRST DAY OF FILING
MONDAY, JULY 11, 2016 @ 8:00 A.M. (PST)

This examination will remain open until the needs of the service are met and is subject to closure without prior notice.

REBULLETIN INFORMATION

This announcement is a re-bulletin to re-open the filing period. Person who have already reapplied within the last 12 months need not reapply, but may submit additional information by the last day of filing. The information must include your name, the correction examination title and number.

TYPE OF RECRUITMENT
OPEN COMPETITIVE JOB OPPORTUNITY

DEFINITION:

Participates in planning studies, analyses and research; communicates with the public concerning planning issues, and engages in other planning and zoning activities.

CLASSIFICATION STANDARDS:

This is the journey level in the Regional Planning Assistant class series. Positions allocated to this class receive technical and administrative supervision from a planning supervisor, and are assigned duties in a planning section, such as the issuance of zoning permits, land divisions, land use regulatory enforcement, plan review, geographic information systems, and research studies, for which they are expected to carry out their assignments independently; or be responsible for an element of a specialized research or planning study.

All duties assigned require familiarity with basic planning concepts, the content of local general plans, planning and zoning laws; and the application of planning techniques. Incumbents of the class must communicate and present planning concepts, ideas and theories, and the County's planning policies and administrative procedures to the public, orally and in writing.

ESSENTIAL JOB FUNCTIONS:

Participates in the research, writing, and public discussion regarding the adoption of the County's general plan, area, coastal, community, and neighborhood plans, and other specialized plans and studies.

Participates in the research and drafting of zoning, subdivision, and other land use regulations.

Participates in the analysis of complex planning problems, the preparation of population and other planning projections, public property acquisitions and disposal, highway alignments, housing needs, and parking studies.

Responds in writing or orally to inquiries from the public on General Plan policy, and subdivision and zoning regulations.

Processes applications for subdivisions, zone changes, variances, and conditional use permits.

Evaluates applications for consistency with General Plan policy, and compliance with zoning and subdivision regulations.

Conducts field inspections, prepares staff reports and public notices, coordinates with other public agencies, and follows all other necessary procedures for public hearings.

Analyzes, reviews and prepares environmental documents including Initial Studies, Negative Declarations, and both the draft and final versions of the Environmental Impact Reports.

Explains County and State environmental regulations to the general public and project applicants.

Investigates and analyzes property ownership, recorded property ownership and zoning histories; gathers and consolidates data from public records and other sources to assist in the development of written staff reports in support of recommendations for official action.

Investigates violations of zoning regulations, and discusses alleged violations with property owners, the District Attorney, and other enforcement agencies, and may make court appearances.

Prepares and makes oral presentations of planning development applications, zoning and other planning related information to the Regional Planning Commission, and civic, community, governmental, professional, and other interest groups.

Prepares graphics, exhibits, maps, and other audio-visual illustrations to present findings and critical issues of planning studies in support of the department's recommendations.

Uses computer programs or planning applications to prepare reports, maps, spreadsheets, data bases and/or graphics in carrying out planning activities.

REQUIREMENTS:

MINIMUM REQUIREMENTS:

TRAINING AND EXPERIENCE:

Option I: *A bachelor's degree in Urban or Regional Planning from an accredited four-year college.

Option II: *A bachelor's degree from an accredited four-year college or university, with specialization in Environmental Studies, Geography, Urban Studies, Public Administration, or Landscape Architecture, with 15 semester or 22.5 quarter units of upper division courses in Geographic Information Systems (GIS), Urban or Regional Planning, Cartography, Urban Geography and/or Environmental Planning.

Option III: *A bachelor's degree from an accredited four-year college or university and one year of urban or regional planning experience in a city or county government.

LICENSE:

A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

PHYSICAL CLASS:

2 - Light: Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.

SPECIAL REQUIREMENT INFORMATION:

*In order to receive credit for any degree such as a Bachelor's, Master's, or course work, you **MUST** include a legible copy of the official diploma, official transcripts, or official letter from the accredited institution which shows the area of specialization with your application at the time of filing or within fifteen (15) calendar days from application submission. Candidates expect to qualify under Option II, **MUST** provide a copy of their official college transcript to indicate the course work.

ADDITIONAL INFORMATION:**This examination will consist of THREE (3) parts:**

Part I: An online computerized and paper-and-pencil written test weighted 65% comprised of Reading Comprehension, Written Expression, and Data Analysis/Decision Making, Achievement, Confidence & Optimism, Deductive Reasoning, Independence, Influence, Professional Potential and Reliability.

Part II: A paper-and-pencil written test weighted 15% covering Professional/Technical Knowledge.

Parts I and II will be administered on the same day. Only candidates that achieve a passing score of 70% or higher on Parts I and II will proceed to Part III.

Part III: A technical writing project weighted 20% consisting of Written Expression, Professional/Technical Knowledge and Critical Thinking.

Candidates must achieve a passing score of 70% or higher on each part of the examination in order to be placed on the eligible register.

WRITTEN TESTS ARE NOT REVIEWABLE BY CANDIDATES PER CIVIL SERVICE RULE 7.19.

NOTE: Applicants may receive notice via email regarding the written tests and writing project and are responsible for providing a valid email address. Add vsalomon@hr.lacounty.gov and info@governmentjobs.com to your address book and list of approved senders to prevent email notifications from being filtered as spam/junk mail. Scores cannot be given over the telephone.

Candidates will be notified of their final test results via US mail. Scores cannot be given over the telephone.

TRANSFER OF SCORES

Applicants that have taken identical test part(s) for other exams within the last 12 months, will have their written test responses for the identical test part(s) automatically transferred to this examination.

This examination contains test parts that may be used in the future for new examinations. Your scores will be transferred to the new examination and may not be allowed to re-take any identical test parts for at least 12 months.

TEST PREPARATION

Study guides and other test preparation resources are available to help candidates prepare for employment tests. You can access test preparation for the computerized portion of the test by going to http://www.shldirect.com/practice_tests.html. While the guides will help in preparing for the test, we advise you to review *all* related materials that you deem necessary.

ELIGIBILITY INFORMATION

The names of successful candidates will be placed on the eligible register of a period of 12 months.

NO PERSON MAY COMPETE FOR THIS EXAMINATION MORE THAN ONCE EVERY TWELVE (12) MONTHS.

Applications will be processed on an as-received basis and promulgated to the eligible register accordingly.

VACANCY INFORMATION

The resulting eligible register will be used to fill vacancies with the Department of Regional Planning.

Available Shift: Any

APPLICATION AND FILING INFORMATION

*In order to receive credit for any type of college degree, such as a Bachelor, Master, or Doctorate degree, you must include a legible copy of the official diploma, official transcripts, or official letter from the accredited institution which shows the area of specialization must be submitted at the time of filing or within fifteen (15) calendar days from application submission.

Applications must be filed online only. We must receive your application by 5:00 pm, PST, by the last day of filing. Any or all required document(s) must be submitted within fifteen (15) calendar days from application submission. Any missing required documents not submitted by the deadline will result in your application being rejected as incomplete. Note: If you are unable to attach required documents, you may email them to vsalomon@hr.lacounty.gov. Please ensure to reference your full name, the examination title and number on the subject of your email. Applications submitted by U.S. Mail, Fax, or in person will not be accepted.

Apply online by clicking on the "Apply" tab for this posting. You can also track the status of your application using this web site.

IMPORTANT NOTES:

All information is subject to verification. We may reject your application at any time during the examination and hiring process, including after appointment has been made. Falsification of any information may result in disqualification or rescission of appointment. Utilizing verbiage from the Class Specification and Selection Requirements serving as your description of duties **WILL NOT** be sufficient to meet the requirements. Doing so may result in an **INCOMPLETE** application and you may be disqualified.

SOCIAL SECURITY NUMBER: All applications *must* enter a valid social security number at the time of filing. Entering anything other than a valid social security number (i.e. 000-00-0000, 111-11-1111, etc.) will result in an automatic rejection of your application.

NO SHARING OF USER ID AND PASSWORD: All applicants must file their application online using their *own* user ID and password. Using a family member's or friend's user ID and password may erase a candidate's original application record.

California Relay Services Phone: (800) 735-2922

ADA Coordinator Email: adarequests@hr.lacounty.gov

Teletype Phone: (800) 899-4099

Alternate Teletype Phone: (800) 897-0077

Department Contact Name: Virna Salomon

Department Contact Phone: (213) 351-2953

Department Contact Email: vsalomon@hr.lacounty.gov

COUNTY OF LOS ANGELES Employment Information

Any language contained in the job posting supersedes any language contained below.

Your Responsibilities:

1. Completing Your Application:

a. Before submission of the application, it is your responsibility to ensure that all information provided is correct and complete on the application. Pension Offset Provision to employees hired on or after January 1, 2005, in jobs

Social Security Act of 2004: Section 419 (c) of Public Law 108-203, the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect of the Windfall Elimination Provision and the Government

COUNTY OF LOS ANGELES Employment Information

Any language contained in the job posting supersedes any language contained below.

Incomplete applications cannot be accepted.

b. Please list separately the PAYROLL TITLE for each job. Do not group your experience. Specify the beginning and ending dates for each job. If you are a County employee and have been promoted, do NOT list all of your time with the County under your present payroll title.

c. Your Social Security Number must be included for record control purposes. Federal law requires that all employed persons have a Social Security Number.

d. To receive APPROPRIATE CREDIT, include a copy of your diploma, transcript, certificate, or license as directed on the job posting.

2. Minimum or Selection Requirements are listed in the job posting.

a. YOUR APPLICATION WILL BE ACCEPTED ONLY IF IT CLEARLY SHOWS YOU MEET THESE REQUIREMENTS. The information you give will determine your eligibility and is subject to verification at any time.

b. You must be at least 16 years of age at the time of appointment unless other age limits are stated on the job posting. The Federal Age Discrimination in Employment Act (ADEA) of 1967, as amended, prohibits discrimination on the basis of age for any individual over age 40.

c. Your experience may be paid or unpaid unless the job posting states otherwise. Experience is evaluated on the basis of a verifiable 40-hour week.

3. Application Deadline:

a. All job applications must be completed and submitted by the last day of the filing period and closing time indicated on the job posting. Job postings with an open continuous filing period are subject to closure without prior notice. It is to your advantage to file your application early and not wait until the last allowable date and time as you will not be able to apply once the filing period has closed.

b. Applications for positions designated "Apply in Person" must be filed in person at the address provided on the job posting.

4. Change of Name or Address:

To change personal information such as your name or address, log into your profile and make the necessary change. This can be done at any time.

5. Promotional Examinations:

a. Some of your experience may have been in a position in which such work is not typically performed. If such experience is permitted as indicated on the job posting, a signed Verification of Experience Letter (VOEL) signed by your department's Human Resources Office must be attached to your application unless otherwise stated on the job posting.

b. If indicated on the job posting, permanent employees who have COMPLETED THEIR INITIAL PROBATIONARY PERIOD AND HOLD A QUALIFYING PAYROLL TITLE may file for promotional examinations if they are within six months of meeting the experience requirements by the last day of filing or at the time of filing for open continuous exams.

6. Equal Employment Opportunity/Non-Discrimination Policy:

a. It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, color, religion, sex, national origin, age, sexual orientation or disability.

b. If you require material in an ALTERNATE FORMAT or are an individual requesting REASONABLE ACCOMMODATION(S) in the examination process for a physical or mental disability, please CONTACT THE AMERICANS WITH DISABILITIES ACT (ADA) COORDINATOR LISTED ON THE JOB POSTING. The provision of reasonable accommodation may be subject to verification of disability as allowable with State and Federal law. All disability-related information will remain confidential.

Disclaimer: The County of Los Angeles is not responsible or in any way liable for any computer hardware or software malfunction which may affect the employment application or the application selection process.

You assume all responsibility and risk for the use of this system and the Internet generally. This system and the information provided on it are provided on an "as is" and "as available" basis without warranties of any kind, either express or implied. No advice or information given by the County of Los Angeles or its respective employees shall modify the foregoing or create any warranty.

The County of Los Angeles expressly disclaims any warranty that the information on this system or on the Internet generally will be uninterrupted or error free or that any information, software or other material accessible from the system is free of viruses or other harmful components. You shall have no recourse against the County of Los Angeles as the system provider for any alleged or actual infringement of any proprietary rights a user may have in anything posted or retrieved on our system.

The County of Los Angeles shall not be liable for any direct, indirect, punitive, incidental, special or consequential damages arising out of or in any way connected with the use of this system or with the delay or inability to use it (or any linked sites), or for any information obtained through this system, or otherwise arising out of the use of this system, the Internet generally or on any other basis.

NOTE: Your application is submitted using Secure Encryption to ensure the privacy of all information you transmit over the Internet.

not covered by Social Security. The County of Los Angeles does not participate in the Social Security System. All newly hired County of Los Angeles employees must sign a statement (Form SSA-1945) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit entitlement. For more information on Social Security and about each provision, you may visit the website www.socialsecurity.gov, or call toll free 1-800-772-1213. Persons who are deaf or hard of hearing may call the TTY number 1-800-325-0778 or contact a local Social Security office.

Record of Convictions: As part of the selection process you may be required to complete and submit a Candidate Conviction History Questionnaire (CCHQ). PLEASE DO NOT SUBMIT THE CCHQ WITH YOUR APPLICATION, unless instructed to do so. A full disclosure of all convictions is required, when requested. Failure to disclose convictions will result in disqualification. Not all convictions constitute an automatic bar to employment. Factors such as your age at the time of the offense (s), and the recency of offense(s) will be taken into account, as well as the relationship between the offense(s) and the job(s) for which you apply. However, any applicant for County employment who has been convicted of workers' compensation fraud is automatically barred from employment with the County of Los Angeles (County Code Section 5.12.110). ANY CONVICTIONS OR COURT RECORDS WHICH ARE EXEMPTED BY A VALID COURT ORDER DO NOT HAVE TO BE INCLUDED.

For more information regarding convictions that are not subject to disclosure, please refer to the CCHQ from the link below:

http://file.lacounty.gov/dhr/CCHQ_2014.pdf

Americans with Disabilities Act of 1990: All positions are open to qualified men and women. Pursuant to the Americans with Disabilities Act of 1990, persons with disabilities who believe they need reasonable accommodation, or help in order to apply for a position, may contact the ADA/Personnel Services for Disabled Persons Coordinator. Hearing impaired applicants with telephone teletype equipment may leave messages by calling the teletype phone number on the job posting. The County will attempt to meet reasonable accommodation requests whenever possible.

Veteran's Credit: In all open competitive examinations, a veteran's credit of 10 percent of the total credits specified for such examinations will be added to the final passing grade of an honorably discharged veteran who served in the Armed Forces of the United States under any of the following conditions: During a declared war; -or- During the period April 28, 1952 through July 1, 1955; -or- For more than 180 consecutive days, other than for training, any part of which occurred after January 31, 1955, and before October 15, 1976; -or- During the Gulf War from August 2, 1990 through January 2, 1992; -or- For more than 180 consecutive days, other than for training, any part of which occurred during the period beginning September 11, 2001, and ending on August 31, 2010 the last day of Operation Iraqi Freedom; -or- In a campaign or expedition for which a campaign medal or expeditionary medal has been authorized and awarded. Any Armed Forces Expeditionary medal or campaign badge, including El Salvador, Lebanon, Grenada, Panama, Southwest Asia, Somalia, and Haiti qualifies for credit.

A campaign medal holder or Gulf War veteran who originally enlisted after September 7, 1980 (or began active duty on or after October 14, 1982, and has not previously completed 24 months of continuous active duty) must have served continuously for 24 months or the full period called or ordered to active duty.

This also applies to the spouse of such person who, while engaged in such service was wounded, disabled or crippled and thereby permanently prevented from engaging in any remunerative occupation, and also to the widow or widower of any such person who died or was killed while in such service. A DD214, Certificate of Discharge or Separation from Active Duty, or other official documents issued by the branch of service are required as verification of eligibility for Veterans preference. Applicants must submit the documentation for each open competitive exam to qualify for veteran's credit.

Employment Eligibility Information: Final appointment is contingent upon verification of U.S. citizenship or the right to work in the United States. Immigration law provides that all persons hired after November 6, 1986, are required to present original documents to the County, within three (3) business days of hiring, which show satisfactory proof of: 1) identity and 2) U.S. employment eligibility.

Los Angeles County Child Support Compliance Program: In an effort to improve compliance with court-ordered child, family and spousal support obligations, certain employment and identification information (i.e., name, address, Social Security number and date of hire) is regularly reported to the State Directory of New Hires which may assist in locating persons who owe these obligations. Family Code Section 17512 permits under certain circumstances for additional employment and identifying information to be requested. Applicants will not be disqualified from employment based on this information.

The California Fair Employment and Housing Act (Part 2.8 commencing with Section 12900 of Division 3 of Title 2 of the Government Code) and the Regulations of the Fair Employment and Housing Commission (California Code of Regulations, Title 2, Division 4, Sections 7285.0 through 8504) prohibits employment discrimination based on race or color; religion; national origin or ancestry, physical disability; mental disability or medical condition; marital status; sex or sexual orientation; age, with respect to persons over the age of 40; and pregnancy, childbirth, or related medical conditions.

COUNTY OF LOS ANGELES Employment Information

Any language contained in the job posting supersedes any language contained below.

By accepting the Use Disclaimer set forth here, you agree to all of the above **Test Preparation:** Study guides and other test preparation resources may be terms and further agree to use this Online Job Employment Application accessed through the Department of Human Resources website at: System only for the submission of bona fide employment applications to the <http://hr.lacounty.gov>. Additional test preparation resources may be listed on the County of Los Angeles. Any other use of this Online Job Employment job posting.

Application System, including without limitation any copying, downloading, translation, decompiling, or reverse engineering of the system, data, or related software, shall be a violation of the Use Disclaimer.

Benefit Information: Depending on the position, the successful candidate will enroll in a contributory defined benefit pension plan if the candidate is a "new member" of the County's defined benefit plan (LACERA) on or after January 1, 2013 (first employed by the County on or after December 1, 2012) – unless she or he established reciprocity with another public retirement system in which she or he was a member before January 1, 2013. It should be noted that County employees do not pay into Social Security, but do pay the Medical Hospital Insurance Tax portion of Social Security at a rate of 1.45%. The Los Angeles County Employees Retirement Association (LACERA) has reciprocal agreements with several public retirement systems in California.

Accreditation Information: Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services or the Association of International Credential Evaluators, Inc. (AICE).

APPLICATIONS MAY BE FILED ONLINE AT:
<http://hr.lacounty.gov>

Position #R4430D
REGIONAL PLANNING ASSISTANT II
VS

Los Angeles, CA 90010

REGIONAL PLANNING ASSISTANT II Supplemental Questionnaire

- * 1. The information you provide on this supplemental questionnaire will be evaluated and used to determine your eligibility to participate in the next phase of the examination process. Please be as specific as possible and include all information as requested. Comments such as "see resume or application" will not be considered as a response. Please note that all information is subject to verification at any time in the examination and hiring process. Falsification of any information may result in disqualification or dismissal.
☐ I understand the above information and instructions.
- * 2. In order to meet the educational requirement, you must at least have a bachelor's degree. Do you possess a bachelor's or higher degree from an accredited four-year college or university?
☐ Yes ☐ No
- * 3. Which of the following best describes your area of specialization for your Bachelor's, Master's or doctorate degree?
☐ Urban Planning
☐ Regional Planning
☐ Environmental Studies
☐ Geography
☐ Urban Studies
☐ Public Administration
☐ Landscape Architecture
☐ Other
- * 4. How many semester/quarter units do you have of upper division courses in Geographic Information Systems (GIS), Urban or Regional Planning, Cartography, Urban Geography and/or Environmental Planning?
☐ I do not have any units
☐ 1 - 5 semester/3 - 7.5 quarter units
☐ 6 - 10 semester/7.5 - 15 quarter units

☐ 11- 14 semester/15 - 21.5 quarter units

☐ 15 semester/22.5 quarter units

* 5. How many month's of urban or regional planning experience do you have?

☐ I do not have experience in urban or regional planning.

☐ 1 - 4 months of urban or regional planning experience

☐ 5 - 8 months of urban or regional planning experience

☐ 9 - 11 months of urban or regional planning experience

☐ 12 or more months of urban or regional planning experience

* 6. Did you work for a city or county government agency with experience in urban and regional planning?

☐ Yes ☐ No

* 7. Candidates expect to qualify under Option III must provide the following:

A. Name of Employer

B. Job Title

C. Description of your duties/job experiences and scope of responsibility

D. Employment start and end date

E. Hours worked per week

F. Supervisor Name, Title, Phone Number and Email Address

If you have no experience in urban or regional planning in a city or county government, then indicate **"No Experience"**.

Comments such as **"see resume or see application"** will not be considered as a response and your application may be rejected as incomplete.

* 8. REMINDER: In order to receive credit for any degree (bachelor's or higher) or course work, you **MUST** include a legible copy of the official diploma, official transcripts, or official letter from the accredited institution which shows the area of specialization with your application at the time of filing or within 15 calendar days from application submission.

Candidates expect to qualify under Option II, **MUST** attach a copy of their official college transcript.

☐ I understand the above information and instructions.

* Required Question

The Ideal Candidate

The ideal candidate should have a strong track record and reputation for success and proven leadership in a management position developing public affairs strategies and implementing effective communication programs in a large and complex private or public sector environment using traditional and evolving communication media.

Candidates should be results-oriented with a direct, yet approachable work style, effective in facilitating successful outcomes from a variety of groups and individuals. The candidate selected will be nimble and flexible in addressing new and complex issues in a dynamic environment. Working with elected officials, state and federal counterparts, and the community, the candidate selected will collaborate with diverse and committed individuals.

Qualifying Education & Experience

Five years of managerial experience overseeing staff in a large and complex private, public or government agency providing leadership in the area of public affairs or other communication programs, as well as the resolution of organizational problems, project management or other governmental programs. Background must include experience handling the most difficult and highly specialized assignments, serving as technical consultant and advisor that develop recommendations that have substantial impact on Countywide operations, planning, organizing, directing and evaluating the work of diverse functional units within the agency.

LICENSE: A valid California Class C driver license or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

Desirable Qualifications

- Demonstrated understanding of the regional and national media landscape and target audiences, as well as knowledge of the County of Los Angeles and the Southern California region.
- Demonstrated traditional and social media knowledge and efficacy, with strong media contacts.
- Excellent oral and written communications skills, including persuasive writing and flawless editing skills.
- Exceptional presentation and interpersonal skills, with demonstrated ability to interface with all levels of management and critical stakeholders.
- Experience managing and providing oversight to teams of professional staff performing different, yet complementary functions, as well as ability to work under pressure in a fast-paced environment.
- Extensive administrative management experience, and highly competent problem-solving skills.
- Demonstrated ability to manage and work effectively under pressure and in a fast-paced, highly accountable environment with strong time management skills.
- A Bachelor's degree from an accredited college or university.

Selection Process

Each candidate's background will be evaluated on the basis of information submitted at the time of application to determine the level and scope of the candidate's preparation for this position. The resume should include any additional information that the candidate wishes considered. Only the most qualified candidates, as determined by the screening process, will be invited to participate in the selection process. The names of the most highly qualified candidates will be submitted to the Chief Executive Officer for consideration.

To Be Considered

Highly qualified candidates are invited to submit a statement of interest, a comprehensive resume detailing their knowledge, skills, and abilities relevant to this position and current salary information. Submission should include **ALL** of the following:

1. Candidate's ability to meet the requirements as stated in the Qualifying Education and Experience and Desirable Qualifications sections of this recruitment announcement.
2. For organizations and programs managed, the name of each employer, job title, size of organization's budget, number and composition of personnel supervised, scope of management responsibilities, functions managed, dates of employment, and current salary
3. Names of schools, colleges and universities attended, dates attended, degrees earned, and field(s) of study. Please enclose verification of degree(s), licenses and certificates together with the resume.

Materials received by July 20, 2016, will be given first consideration.

***This classification is pending Board approval on July 19, 2016.**

Electronic submittals are strongly preferred and should be submitted to:

CEOExecRecruitment@ceo.lacounty.gov

**Please indicate the position title of
Senior Manager, CEO (UC)
Countywide Communications
in the subject line of your e-mail**

Hardcopy submittals by mail or hand delivery should be addressed to:

Stacey M. Winters
County of Los Angeles Chief Executive Office
500 West Temple Street, Room 785
Los Angeles, CA 90012

You may also fax your application to:
Stacey M. Winters at (213) 613-0744

Confidential inquiries welcomed to :
Stacey M. Winters

Email: swinters@ceo.lacounty.gov
Telephone (213) 974-2617



The County of Los Angeles is accepting resumes for

SENIOR MANAGER, CEO Countywide Communications

Open from June 30 2016, until filled
Annual salary: \$156,177 - \$236,386



The County of Los Angeles

With a population of over 10 million people, the County of Los Angeles (County) has more residents than any county in the nation, and within its boundaries are 88 cities. It is rich in cultural diversity and home to world renowned museums, theaters, the nation’s motion picture industry, major universities, and numerous five-star restaurants.

The County is governed by a five-member Board of Supervisors (Board) who are elected on a nonpartisan basis and serve four-year staggered terms. As the governing body, the Board serves as both the executive and legislative authority of the largest and most complex county government in the United States. There are 31 appointed department heads that report to the Board. There are also three elected officials (Assessor, District Attorney, and Sheriff) for a total of 34 major administrative units or departments that currently serve the needs of the County’s residents.

The County’s annual budget for fiscal year 2016-17 is over \$28 billion, with funding for approximately 108,000 positions to serve its diverse population.

The Chief Executive Office

The Chief Executive Office is responsible for a wide range of activities, including managing and directing budget and operations, employee relations, compensation, asset management, strategic integration, legislative affairs and intergovernmental relations, risk management, strategic planning, and countywide communications. In addition to the countywide budget, the CEO oversees a departmental budget in excess of \$108 million, with 489 budgeted positions.

The Position

This unclassified* position reports to the Chief Executive Officer/Chief Operating Officer and directs the operations of Countywide Communications which is the unified communication team of the County made up of the Public Affairs, Media Relations, County Channel Operations, Broadcast and Audio Operations, Web Design, and Cable Franchise Regulation, tasked with telling the County’s story across multiple media.

The position serves as the media liaison for the County as well as the central source of information for the public and other stakeholders regarding County programs and activities, and provides strategic leadership for ensuring the presentation of a more balanced, sophisticated and positive view of County services to residents and stakeholders.

This position requires knowledge of governmental operations, political acumen, and excellent understanding of the role of public media in the effective implementation of governmental programs.

Examples of Key Duties

- Serves as a principal spokesperson for the County of Los Angeles, its Chief Executive Office and departments;
- Directs and manages core operations, processes, related to budget and staff for all aspects of County public affairs communications, including media relations, public information and education, employee communication, crisis communication, leadership visibility, and advocacy relationships;
- Provides tactical leadership on emerging media issues and crisis communications; and directs technical services related to media relations, executive speech writing, social media, web development, public affairs, event planning, and strategic communications;
- Builds, manages, and sustains a strong reputation and visibility with key local, State, and national audiences and stakeholders (County residents, employees, the media, governments, non-governmental organizations, etc., through the practice and promotion of consistent, coherent, transparent, and result oriented communication competence;
- Directs the design and execution of short and long-term County communication strategies to promote the alignment of the needs, requirements and deliverables of the Board of Supervisors with the operations of the Chief Executive Office, County employees and departments;
- Writes press releases, prepares information for media kits, and dissemination to the media using existing, new, and emerging media vehicles;
- Directs the management of the County’s public television station and broadcast network available to millions of local cable subscribers, the collection and review of cable franchise fee revenues, investigation and resolution of cable customer inquiries and complaints, policy analysis and recommendations regarding the management of the public rights-of-way and other related matters;
- Develops and executes strategic media positioning plans to maximize positive exposure for the County in local, national, and international media;
- Oversees a divisional budget and contracts for marketing services, freelance web development, systems integration, and video production services.
- Directs Countywide identification, adoption, and utilization of current, new and emerging communication related technology to promote strategic County goals, programs, and services.

Compensation and Benefits

Compensation: \$156,177 - \$236,386 annually. Starting salary will be dependent on qualifications, salary history, and career accomplishments. This position is subject to the provisions of the County’s Management Appraisal and Performance Plan (MAPP), and is compensated at MAPP Range R17.

Benefits: The County of Los Angeles provides an excellent benefits package that allows employees to choose benefits that meet their specific needs. The package includes:

- **Retirement Plan** – The successful candidate will participate in a contributory defined benefit plan. The Los Angeles County Employees Retirement Association (LACERA) has reciprocal agreements with several public retirement systems in California.

Upon retirement, the successful candidate may participate in a retiree healthcare benefits program.
- **Cafeteria Benefit Plan** – Benefits may be purchased from the MegaFlex Cafeteria Benefit Plan using a tax-free County contribution of an additional 14.5% to 17% of the employee’s monthly salary.
- **Non-Elective Days** – 10 paid days per year with the option to buy an additional one to 20 elective annual leave days.
- **Flexible Spending Accounts** – Employees may contribute up to \$200 per month tax-free to a Health Care Spending Account and \$400 per month tax-free to a Dependent Care Spending Account. The County contributes \$75 per month to the Dependent Care Spending Account.
- **Savings Plan (401k)** – Optional tax-deferred income plan that may include a County matching contribution up to 4% of employee’s salary.
- **Deferred Compensation Plan (457)** – Optional tax-deferred income plan that may include a County matching contribution up to 4% of employee’s salary.
- **Holidays** – 11 paid days per year.

SOCIAL SECURITY ACT OF 2004 Section 419(c) of Public Law 108-203, the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security. The County of Los Angeles does not participate in the Social Security System. All newly hired County of Los Angeles employees must sign a statement (Form SSA-1945) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit entitlement. For more information on Social Security and about each provision, you may visit the website at www.socialsecurity.gov, or call toll free (800) 772-1213.

Persons who are deaf or hard of hearing may call the TTY number (800) 325-0778 or contact a local Social Security office.

VOLUNTARY STATE AND FEDERAL INFORMATION Pursuant to State and federal requirements, we are requesting that you voluntarily provide the following information: (1) your race/ethnicity and (2) your gender. This information should be on a separate piece of paper (without your name) attached to your resume. This page will be removed from your resume when it is received, kept confidential, and utilized solely for required statistical purposes.

This announcement may be downloaded from the COUNTY OF LOS ANGELES website at:
<http://hr.lacounty.gov>.



COUNTY OF LOS ANGELES
invites applications for the position of:

SENIOR STAFF ANALYST, COMMISSION SERVICES

SALARY: \$6,229.18 - \$8,169.56 Monthly
\$74,750.16 - \$98,034.72 Annually

OPENING DATE: 07/07/16

CLOSING DATE: Continuous

POSITION/PROGRAM INFORMATION:

EXECUTIVE OFFICE OF THE BOARD OF SUPERVISORS

FIRST DAY OF FILING

07/08/2016

THIS EXAMINATION WILL REMAIN OPEN UNTIL THE NEEDS OF THE SERVICE ARE MET AND IS SUBJECT TO CLOSURE WITHOUT PRIOR NOTICE.

EXAM NUMBER

H0960E

TYPE OF RECRUITMENT

Open Competitive

DEFINITION:

Conducts studies, analyses, and researches a variety of the more complex, difficult, and sensitive program areas for commissions or committees within the Executive Office of the Board of Supervisors and makes recommendations for their solutions; provides professional and technical guidance to commission or committee members.

CLASSIFICATION STANDARDS:

Positions allocable to this class report to a commission or committee executive director within the Executive Office of the Board of Supervisors. Positions are responsible for analyzing, studying, and investigating the more complex and difficult program areas directly effecting planning and evaluating operations of the commission or committee as directed by the Board of Supervisors. This responsibility includes performing a variety of assignments that are highly technical, sensitive, have Countywide impact and require extensive coordination, research, data collection, analysis and evaluation. These positions also have responsibility for advising and providing technical guidance to executive directors, commission or committee members, the Board of Supervisors, and various agency representatives on highly sensitive, Countywide issues that have a major impact on commission or committee directives, planning and priority setting objectives and goals, operations and activities, membership, or public relations functions.

ESSENTIAL JOB FUNCTIONS:

Assists in investigating issues directly affecting the Commission and program to assess the impact on objectives, goals, policies and planning for future activities.

Conducts research projects, designs and establishes customized data collection related to the commission or a specific program.

Analyzes, maintains, and organizes extensive comparative data to identify staff productivity innovative operational efficiencies, and or departmental and County-wide trends.

Conducts comprehensive needs assessment studies and statistical analyses relating to programmatic goals and planning, and makes recommendations on improvements and resource allocation.

Prepares data graphs and charts to complete comprehensive presentations and written reports related to assigned specific program areas.

Identifies, evaluates, and makes recommendations on opportunities for greater operational efficiency and productivity based on data trends.

Attends meetings with or on behalf of management, to present and discuss complex statistical information which may have a departmental or County-wide impact.

Assists in the preparation of Annual Reports, status reports, and Board reports.

Conducts internal programmatic audits and participates in external audits as needed.

Assists in preparing specialized training and presentations for internal and external stakeholders.

Creates and updates forms and templates for internal or County-wide use.

Identifies and troubleshoots irregularities in information to reconcile discrepancies.

Conducts or leads complex and highly specialized assignments and research for studies which have Countywide impact as needed.

Acts as a liaison or lead analyst for a commission or program.

Utilizes computer software and databases to extract and analyze highly technical and sensitive data.

Works on special projects and responds to sensitive inquiries as needed.

REQUIREMENTS:

MINIMUM REQUIREMENTS:

Four years experience in a highly responsible staff capacity* analyzing and making recommendations for the solution of problems of organization, program, systems, legislation, budget, personnel, or research and planning, at the level of the Los Angeles County class of Administrative Assistant III** - OR - One year's experience conducting studies and analyses and research activities for commissions or committees within the Executive Office of the Board of Supervisors and providing professional and technical guidance to commission or committee members at the level of the Los Angeles County class of Staff Analyst, Commission Services***.

Special Requirement Information:

*Highly responsible staff capacity in the County Service is defined as: Staff experience at the senior level with extensive knowledge of program related area, processes and procedures, and experience in a specific subject matter.

**Administrative Assistant III in the County Service is defined as: Defines, analyzes, and makes recommendations for the solution of highly complex operating, budgetary and financing, and other management problems of a County department, and participates in the implementation of their solution.

***Staff Analyst, Commission Services in the County Service is defined as: Conducts studies and analyses, and researches sensitive issues for commissions or committees within the Executive Office of the Board of Supervisors and makes recommendations for their solutions; provides professional and technical guidance to commission or committee members.

****In order to receive credit for a college degree, such as a Bachelor's or Masters degree in the field requested, you MUST include a legible copy of the official certificates, official diploma, official transcripts, or official letter from the accredited institution which shows the area of specialization with your application at the time of filing OR within fifteen (15) calendar days of filing your application.

*****Complex is defined as: A significantly greater degree of originality, innovation, critical thinking, resourcefulness, and conceptualization required to perform a task and/or make recommendations to resolve problems requiring multi-faceted solutions.

WITHHOLD INFORMATION:

APPLICANTS MUST MEET THE MINIMUM REQUIREMENTS AT THE TIME OF FILING. **NO WITHHOLD IS ALLOWED.**

DESIRABLE QUALIFICATIONS:

- Graduation from an accredited four (4) year college or university with a Bachelor's degree in business administration or public administration****.
- Experience analyzing and investigating complex***** problems affecting an organization or agency.
- Experience developing internal policies, guidelines, and procedures affecting an organization or agency.

LICENSE:

A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

PHYSICAL CLASS:

2 - Light. Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.

ADDITIONAL INFORMATION:

EXAMINATION CONTENT:

THIS EXAMINATION WILL CONSIST OF:

An evaluation of Experience based on application information weighted 100%. Each candidates' background will be evaluated on the basis of information provided on his/her County of Los Angeles Employment Application and Supplemental Information Questionnaire form that pertains to the areas of MINIMUM REQUIREMENTS and DESIRABLE QUALIFICATIONS to determine the level and scope of the candidate's job preparation for this position.

Candidates must achieve a passing score of 70% or higher on each weighted part of the examination in order to be placed on the register list.

ELIGIBILITY INFORMATION:

The names of candidates receiving a passing grade in the examination will be placed on the eligible register in the order of their score group for a period of twelve (12) months following the date of promulgation.

Applications will be processed on an as-received basis and promulgated to the eligible register accordingly.

VACANCY INFORMATION:

The resulting eligible register for this examination will be used to fill vacancies in the Executive Office of the Board of Supervisors.

Special Information:

For more information about the Los Angeles County Executive Office of the Board of Supervisors, you may visit their website at: www.bos.lacounty.gov

APPLICATION AND FILING INFORMATION:

Applications must be filed online only. We must receive your application and additional documents, if any, by 5:00 pm, PST, on or before the last day of filing.

Applications submitted by U.S. Mail, Fax, or in person will not be accepted.

Apply online by clicking on the "Apply" tab for this posting. You can also track the status of your application using this website.

Provide any relevant job experience in the spaces provided so we can evaluate your qualifications for the job. For each job held, give the name and address of your employer, your job title, beginning and ending dates, number of hours worked per week, description of work performed, and salary earned.

IMPORTANT NOTES:

Please note that **ALL** information included in the application materials is subject to **VERIFICATION** at any point during the examination and hiring process, including after an appointment has been made.

FALSIFICATION of any information may result in **DISQUALIFICATION** or **RESCISSION OF APPOINTMENT**.

Utilizing **VERBIAGE** from Class Specification and Selection Requirements serving as your description of duties **WILL NOT** be sufficient to meet the requirements. Doing so may result in an **INCOMPLETE APPLICATION** and you may be **DISQUALIFIED**.

SOCIAL SECURITY NUMBER:

All applicants MUST enter a valid social security number at the time of filing. Entering anything other than a valid social security (i.e. 000-00-0000, 111-11-1111, etc.) will result in an automatic rejection of your application.

COMPUTER AND INTERNET ACCESS AT PUBLIC LIBRARIES:

For candidates who may not have regular access to a computer or the internet, applications can be completed on computers at public libraries throughout Los Angeles County.

NO SHARING OF USER ID AND PASSWORD:

All applicants must file their application online using their OWN user ID and password. Using a family member or friend's user ID and password may erase a candidate's original application record.

Department Contact Name: Julia Ngo

Department Contact Phone: (213) 974-1421

Department Contact Email: jngo@bos.lacounty.gov

Teletype Phone: (213) 974-1707

Alternate Teletype Phone: (800) 897-0077

California Relay Services Phone: (800) 735-2922

ADA Coordinator Phone: (213) 974-1421

**COUNTY OF LOS ANGELES
Employment Information**

Any language contained in the job posting supersedes any language contained below.

Your Responsibilities:**1. Completing Your Application:**

- Before submission of the application, it is your responsibility to ensure that all information provided is correct and complete on the application. Incomplete applications cannot be accepted.
- Please list separately the PAYROLL TITLE for each job. Do not group your experience. Specify the beginning and ending dates for each job. If you are a County employee and have been promoted, do NOT list all of your time with the County under your present payroll title.
- Your Social Security Number must be included for record control purposes. Federal law requires that all employed persons have a Social Security Number.
- To receive APPROPRIATE CREDIT, include a copy of your diploma, transcript, certificate, or license as directed on the job posting.

2. Minimum or Selection Requirements are listed in the job posting.

- YOUR APPLICATION WILL BE ACCEPTED ONLY IF IT CLEARLY SHOWS YOU MEET THESE REQUIREMENTS. The information you give will determine your eligibility and is subject to verification at any time.
- You must be at least 16 years of age at the time of appointment unless other age limits are stated on the job posting. The Federal Age Discrimination in Employment Act (ADEA) of 1967, as amended, prohibits discrimination on the basis of age for any individual over age 40.
- Your experience may be paid or unpaid unless the job posting states otherwise. Experience is evaluated on the basis of a verifiable 40-hour week.

3. Application Deadline:

- All job applications must be completed and submitted by the last day of the filing period and closing time

Social Security Act of 2004: Section 419 (c) of Public Law 108-203, the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security. The County of Los Angeles does not participate in the Social Security System. All newly hired County of Los Angeles employees must sign a statement (Form SSA-1945) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit entitlement. For more information on Social Security and about each provision, you may visit the website www.socialsecurity.gov, or call toll free 1-800-772-1213. Persons who are deaf or hard of hearing may call the TTY number 1-800-325-0778 or contact a local Social Security office.

Record of Convictions: As part of the selection process you may be required to complete and submit a Candidate Conviction History Questionnaire (CCHQ). PLEASE DO NOT SUBMIT THE CCHQ WITH YOUR APPLICATION, unless instructed to do so. A full disclosure of all convictions is required, when requested. Failure to disclose convictions will result in disqualification. Not all convictions constitute an automatic bar to employment. Factors such as your age at the time of the offense(s), and the recency of offense(s) will be taken into account, as well as the relationship between the offense(s) and the job(s) for which you apply. However, any applicant for County employment who has been convicted of workers' compensation fraud is automatically barred from employment with the County of Los Angeles (County Code Section 5.12.110). ANY CONVICTIONS OR COURT RECORDS WHICH ARE EXEMPTED BY A VALID COURT ORDER DO NOT HAVE TO BE INCLUDED.

For more information regarding convictions that are not subject to disclosure, please refer to the CCHQ from the link

COUNTY OF LOS ANGELES
Employment Information

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indicated on the job posting. Job postings with an open continuous filing period are subject to closure without prior notice. It is to your advantage to file your application early and not wait until the last allowable date and time as you will not be able to apply once the filing period has closed.

b. Applications for positions designated "Apply in Person" must be filed in person at the address provided on the job posting.

4. Change of Name or Address:

To change personal information such as your name or address, log into your profile and make the necessary change. This can be done at any time.

5. Promotional Examinations:

a. Some of your experience may have been in a position in which such work is not typically performed. If such experience is permitted as indicated on the job posting, a signed Verification of Experience Letter (VOEL) signed by your department's Human Resources Office must be attached to your application unless otherwise stated on the job posting.

b. If indicated on the job posting, permanent employees who have COMPLETED THEIR INITIAL PROBATIONARY PERIOD AND HOLD A QUALIFYING PAYROLL TITLE may file for promotional examinations if they are within six months of meeting the experience requirements by the last day of filing or at the time of filing for open continuous exams.

6. Equal Employment Opportunity/Non-Discrimination Policy:

a. It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, color, religion, sex, national origin, age, sexual orientation or disability.

b. If you require material in an ALTERNATE FORMAT or are an individual requesting REASONABLE ACCOMMODATION(S) in the examination process for a physical or mental disability, please CONTACT THE AMERICANS WITH DISABILITIES ACT (ADA) COORDINATOR LISTED ON THE JOB POSTING. The provision of reasonable accommodation may be subject to verification of disability as allowable with State and Federal law. All disability-related information will remain confidential.

Disclaimer: The County of Los Angeles is not responsible or in any way liable for any computer hardware or software malfunction which may affect the employment application or the application selection process.

You assume all responsibility and risk for the use of this system and the Internet generally. This system and the information provided on it are provided on an "as is" and "as available" basis without warranties of any kind, either express or implied. No advice or information given by the County of Los Angeles or its respective employees shall modify the foregoing or create any

below:

http://file.lacounty.gov/dhr/CCHQ_2014.pdf

Americans with Disabilities Act of 1990: All positions are open to qualified men and women. Pursuant to the Americans with Disabilities Act of 1990, persons with disabilities who believe they need reasonable accommodation, or help in order to apply for a position, may contact the ADA/Personnel Services for Disabled Persons Coordinator. Hearing impaired applicants with telephone teletype equipment may leave messages by calling the teletype phone number on the job posting. The County will attempt to meet reasonable accommodation requests whenever possible.

Veteran's Credit: In all open competitive examinations, a veteran's credit of 10 percent of the total credits specified for such examinations will be added to the final passing grade of an honorably discharged veteran who served in the Armed Forces of the United States under any of the following conditions: During a declared war; -or- During the period April 28, 1952 through July 1, 1955; -or- For more than 180 consecutive days, other than for training, any part of which occurred after January 31, 1955, and before October 15, 1976; -or- During the Gulf War from August 2, 1990 through January 2, 1992; -or- For more than 180 consecutive days, other than for training, any part of which occurred during the period beginning September 11, 2001, and ending on August 31, 2010 the last day of Operation Iraqi Freedom; -or- In a campaign or expedition for which a campaign medal or expeditionary medal has been authorized and awarded. Any Armed Forces Expeditionary medal or campaign badge, including El Salvador, Lebanon, Grenada, Panama, Southwest Asia, Somalia, and Haiti qualifies for credit.

A campaign medal holder or Gulf War veteran who originally enlisted after September 7, 1980 (or began active duty on or after October 14, 1982, and has not previously completed 24 months of continuous active duty) must have served continuously for 24 months or the full period called or ordered to active duty.

This also applies to the spouse of such person who, while engaged in such service was wounded, disabled or crippled and thereby permanently prevented from engaging in any remunerative occupation, and also to the widow or widower of any such person who died or was killed while in such service. A DD214, Certificate of Discharge or Separation from Active Duty, or other official documents issued by the branch of service are required as verification of eligibility for Veterans preference. Applicants must submit the documentation for each open competitive exam to qualify for veteran's credit.

Employment Eligibility Information: Final appointment is contingent upon verification of U.S. citizenship or the right to work in the United States. Immigration law provides that all persons hired after November 6, 1986, are required to present original documents to the County, within three (3) business days of hiring, which show satisfactory proof of: 1)

COUNTY OF LOS ANGELES
Employment Information

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warranty.

identity and 2) U.S. employment eligibility.

The County of Los Angeles expressly disclaims any warranty that the information on this system or on the Internet generally will be uninterrupted or error free or that any information, software or other material accessible from the system is free of viruses or other harmful components. You shall have no recourse against the County of Los Angeles as the system provider for any alleged or actual infringement of any proprietary rights a user may have in anything posted or retrieved on our system.

The County of Los Angeles shall not be liable for any direct, indirect, punitive, incidental, special or consequential damages arising out of or in any way connected with the use of this system or with the delay or inability to use it (or any linked sites), or for any information obtained through this system, or otherwise arising out of the use of this system, the Internet generally or on any other basis.

NOTE: Your application is submitted using Secure Encryption to ensure the privacy of all information you transmit over the Internet.

By accepting the Use Disclaimer set forth here, you agree to all of the above terms and further agree to use this Online Job Employment Application System only for the submission of bona fide employment applications to the County of Los Angeles. Any other use of this Online Job Employment Application System, including without limitation any copying, downloading, translation, decompiling, or reverse engineering of the system, data, or related software, shall be a violation of the Use Disclaimer.

Benefit Information: Depending on the position, the successful candidate will enroll in a contributory defined benefit pension plan if the candidate is a "new member" of the County's defined benefit plan (LACERA) on or after January 1, 2013 (first employed by the County on or after December 1, 2012) – unless she or he established reciprocity with another public retirement system in which she or he was a member before January 1, 2013. It should be noted that County employees do not pay into Social Security, but do pay the Medical Hospital Insurance Tax portion of Social Security at a rate of 1.45%. The Los Angeles County Employees Retirement Association (LACERA) has reciprocal agreements with several public retirement systems in California.

Los Angeles County Child Support Compliance

Program: In an effort to improve compliance with court-ordered child, family and spousal support obligations, certain employment and identification information (i.e., name, address, Social Security number and date of hire) is regularly reported to the State Directory of New Hires which may assist in locating persons who owe these obligations. Family Code Section 17512 permits under certain circumstances for additional employment and identifying information to be requested. Applicants will not be disqualified from employment based on this information.

The California Fair Employment and Housing Act (Part 2.8 commencing with Section 12900 of Division 3 of Title 2 of the Government Code) and the Regulations of the Fair Employment and Housing Commission (California Code of Regulations, Title 2, Division 4, Sections 7285.0 through 8504) prohibits employment discrimination based on race or color; religion; national origin or ancestry, physical disability; mental disability or medical condition; marital status; sex or sexual orientation; age, with respect to persons over the age of 40; and pregnancy, childbirth, or related medical conditions.

Test Preparation: Study guides and other test preparation resources may be accessed through the Department of Human Resources website at: <http://hr.lacounty.gov>. Additional test preparation resources may be listed on the job posting.

Accreditation Information: Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services or the Association of International Credential Evaluators, Inc. (AICE).

APPLICATIONS
<http://hr.lacounty.gov>

MAY

BE

FILED

ONLINE

AT:

Position #H0960E
SENIOR STAFF ANALYST, COMMISSION SERVICES
JN

Los

Angeles,

CA

90010

COUNTY OF LOS ANGELES
Employment Information

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SENIOR STAFF ANALYST, COMMISSION SERVICES
Supplemental Questionnaire

- * 1. Graduated from an accredited four (4) year college or university with a Bachelor's Degree in Business Administration or Public Administration.
Yes No

- * 2. Describe your experience analyzing and investigating complex problems affecting an organization or agency. Provide a detailed description of both the recommendation(s) and solution. Points will not be provided for incomplete answers. If you do not have experience related to this question, please note not applicable (N/A) in your response.

- * 3. Describe your experience developing internal policies, guidelines, and procedures affecting an organization or agency. Points will not be provided for incomplete answers. If you do not have experience related to this question, please note not applicable (N/A) in your response.

- * Required Question

COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH
Specialized Foster Care Program
Service Area 7



SENIOR TYPIST CLERK

The Specialized Foster Care Program/SA7 located in the City of Commerce is seeking a highly motivated, enthusiastic and experienced individual to fill our Senior Typist Clerk vacancy.

ESSENTIAL JOB FUNCTIONS:

- ❖ Responsible for performing clerical duties related to the overall operation of the program (i.e., processing mail, scanning, photocopying and faxing);
- ❖ Ability to quickly respond to urgent emails and urgent assignments;
- ❖ Adherence to HIPAA and Medi-Cal requirements;
- ❖ Process all IBHIS claims for payment, Pre-Posting Verification report, Attestation Status report, Appointment Management; Assist staff as needed to complete or correct any information prior to posting;
- ❖ Finalize claims using IBHIS Post Posting Code Check reports, and work with supervisor, Central Business Office, and Health Information Management Departments on error corrections;
- ❖ Verify information and completeness of all received referrals;
- ❖ Provides various highly specialized clerical duties as assigned by Supervisors and the Program Manager;
- ❖ Responsible for assisting the program clinical team with clerical tasks;
- ❖ Ability to work within a busy DCFS environment;

DESIRABLE QUALIFICATIONS:

- ❖ Knowledge of IBHIS, and IS systems and reports;
- ❖ Strong verbal and written communication skills;
- ❖ Strong time management and organization skills;
- ❖ Strong interpersonal skills and able to communicate effectively with department staff, community agencies and the public;
- ❖ Ability to multi-task, prioritize multiple assignments and meet deadlines;
- ❖ Experience with Outlook and creating Excel documents and other spreadsheets;
- ❖ Ability to work independently and attend to details and to follow through on instructions;
- ❖ Ability to be flexible with new and evolving program needs work duties;

Interested employees currently holding the payroll title of Senior Typist Clerk, should forward their resume, last two performance evaluations, and last 2 years of time variances to:

Ms. Gloria Guevara gguevara@dmh.lacounty.gov
Telephone #: (323) 725-4629
Or Mr. Robert Ponce rponce@dmh.lacounty.gov
Telephone # (323) 725-4628
Fax #: (323) 728-9201
5835 S. Eastern Ave., Commerce 90040

THIS IS NOT AN OFFICIAL EXAMINATION BULLETIN
AN EQUAL OPPORTUNITY EMPLOYER